

IMPLEMENTING RISK MANAGEMENT MEASURES FOR OUT-OF-CLASS PHYSICAL ACTIVITIES

Roles and Responsibilities

Students, parents, school administrators, teachers, school divisions, and Manitoba Education, Citizenship and Youth (MECY) are all involved in the implementation of the OUT-of-class model and related risk management measures for PE/HE courses in Grades 9 to 12. Therefore, it is important that roles and responsibilities are clearly outlined. The following are presented as they appear in *Implementation of Grades 11 and 12 Physical Education/Health Education: A Policy Document* and relate specifically to risk management. For a complete listing of these roles and responsibilities, refer to the document online at www.edu.gov.mb.ca/k12/docs/policy/imp_pehe/index.html.

Students should

- discuss with parents and provide the school with a completed and signed copy of the Pre-Sign-off Form*. The form requires the signature of a parent if the student is under the age of 18, or the student's signature if he or she is 18 or older. In some circumstances, parents may be required to sign for students who are 18 or older (e.g., students with severe disabilities).
- indicate to the school, prior to commencing the activities and at the time specified by the school, their intention to participate in activities that contribute to their personal fitness plan and are consistent with school/divisional policy and risk management measures for the purpose of obtaining a PE/HE credit.
- assume, along with parents, responsibility for safety. Students should discuss concerns related to the selected physical activity with their parents and, together, they should exercise discretion and be aware of safety issues and the appropriate level of instruction and/or supervision before deciding to participate in the physical activity.

Parents should

- exercise discretion, be aware of safety issues and the recommended level of supervision, and discuss with the school and student any concerns about the nature of the activity.
- assume responsibility for monitoring safety. Before making any physical activity choice(s), parents should be aware of safety issues, such as staffing qualifications, child abuse registry policy, and the community organization's or group's liability insurance coverage.

* Sample Pre-Sign-off Forms include the **Parent Declaration and Consent Forms** and **Student Declaration Forms** found in Appendix B of this document.

- approve the OUT-of-class activity, taking into consideration the general state of health of the student, information on risk, safety, school division policy, the educational and physical benefit to the student, and costs, if applicable.
- complete paperwork and provide Parent/Guardian Pre- and Post-Sign-off Forms for the selected activity and for the documentation provided to the school for evaluation purposes (e.g., physical activity log). Students who are 18 years of age or older are required to provide documentation for evaluation purposes.

School Administrators

- implement the appropriate administrative process for PE/HE courses and related OUT-of-class activities, including the provision of Parent/Guardian Pre- and Post-Sign-off Forms to participating students.
- establish a procedure for implementing risk management measures.
- inform students and parents about the IN-class and/or OUT-of-class delivery model and the requirements for successful completion.

Teachers

- provide guidance to students regarding their selection of and participation in the OUT-of-class activities, as appropriate.
- sign off on the student-selected activity in accordance with the school/division policy.
- require students to demonstrate awareness of the safety information related to the approved activity(ies).

School Divisions

- develop policy for the IN-class and OUT-of-class delivery model that includes risk management.
- develop and provide safety information that aligns with the Department's policy information and guidelines.

Manitoba Education, Citizenship and Youth

- provides policy information and guidelines for the OUT-of-class delivery model.
- provides risk management guidelines to support the development of local policy. The guidelines include sample teacher/parent sign-off forms.
- provides professional learning opportunities to support the implementation of the new PE/HE curriculum in Grades 11 and 12.

The Sign-off Process

Implementation of Grades 11 and 12 Physical Education/Health Education: A Policy Document requires a teacher and parent/guardian pre- and post-sign-off process for the OUT-of-class delivery model. As schools are developing their local policies and procedures, the following must be taken into consideration:

- If a parent/guardian is unwilling to approve the OUT-of-class time component outlined by the school, the school should provide other opportunities for the student to meet the time expectation, such as IN-school supervised activities (e.g., intramurals, fitness clubs). Examples of circumstances that may necessitate this special type of support are exceptional learning needs, safety concerns, and religious and cultural values.
- At a parent's/guardian's request, a school offering a 100% IN-class model must allow the student to opt for a minimum 25% OUT-of-class option as part of a personalized Physical Activity Practicum. Schools will determine eligibility of a higher percentage based on local policy.
- For students who cannot achieve the required credit or credits because of exceptional circumstances (e.g., unforeseen serious physical or medical limitation, cultural values), the school administrator, in discussion with parents/guardians, can decide to substitute a maximum of two credits, as per school division policy and existing departmental policy. This substitution of credits must be reported to the Department.
- Physical activities selected for the OUT-of-class component do not qualify when the activities are related to another course for which the student receives credit (e.g., school-initiated courses related to dance or sports).

The Sign-off Process for OUT-of-Class Activities

Schools/divisions are responsible for ensuring, through a sign-off process, that

- the student's choices of OUT-of-class physical activities for the course have been accepted by the teacher, based on criteria for completion and divisional policy, and approved by the parent (if the student is under 18 years of age)
- the student and parent (or only the student if 18 years or older) have been informed about the recommended safety guidelines and risk management strategies related to the student's chosen physical activities
- the student and parent (or only the student if 18 years or older) are aware of their responsibility for the student's safety during participation in the selected physical activities
- the student has completed the requirements of the Physical Activity Practicum

There are two parts to the sign-off process involving the student, parent, and teacher: pre-sign-off and post-sign-off.

Pre-Sign-off Process

- The purpose of the **student** pre-sign-off is to
 - identify what physical activities the student has chosen for his or her Physical Activity Practicum based on division policy
 - demonstrate awareness of safety guidelines and risk management strategies
- The purpose of the **parent** pre-sign-off is to
 - demonstrate agreement with their child's choice of physical activities
 - demonstrate an assumption of responsibility for monitoring their child's safety during participation in these activities
- The purpose of the teacher pre-sign-off for non-school-based and/or OUT-of-class school-based activities is to
 - show acceptance of the Physical Activity Plan (i.e., that the student has met the criteria for completion of the plan, addressing factors such as personal goals, frequency of participation, intensity level, amount of time, and type of physical activity)
 - acknowledge that the student has demonstrated an understanding of the risk management process and appropriate planning related to physical activity
 - ensure the student is aware of the safety guidelines and risk management information and associated responsibilities for discussion with parents for their approval

The following steps are suggested to help facilitate the **pre-sign-off** process:

- a. The PE/HE teacher provides student orientation regarding the Physical Activity Practicum requirements, Personal Physical Activity Plan, and risk management.
- b. The student selects eligible physical activities in consultation with the PE/HE teacher and parents, and as per division policy.
- c. The student, with teacher guidance, develops a Personal Physical Activity Plan that includes safety guidelines and risk management strategies.
- d. The PE/HE teacher accepts the proposed plan, based on criteria for completion and divisional policy, and signs it.
- e. The student and parents (or only the student if 18 years or older) show acceptance of the Personal Physical Activity Plan and of the responsibility for safety by signing the Declaration and Consent Form.

Post-Sign-off Process

- The purpose of the post-sign-off for the **student** and the **parents** is to show that the student has fulfilled the requirements of the Physical Activity Practicum (i.e., a minimum of 55 hours of moderate to vigorous physical activity that is safe, ethical, and age/developmentally appropriate).

NOTE

In cases where students in foster care are involved, the court has granted guardianship to the agency. The agency director (or designate, which is typically the social worker) signs as the Legal Guardian, which includes the consent required as part of the pre sign off. However, the foster parent can sign the Post Sign off Form to provide evidence that the student has completed the requirements of the Physical Activity Practicum. In cases where a child is in care under a Voluntary Placement Agreement (VPA), the parent remains the child's legal guardian and the parent's signature is required for consent.

Eligible Activities*

The purpose of the student-directed OUT-of-class component of the course is to encourage youth to take greater ownership of their physical activity and become involved in physical activities suited to their own individual interests and abilities. These activities should be safe, ethical, and age/developmentally appropriate. Completion of each of the Physical Activity Practicums for Grades 11 and 12 requires a minimum of 55 hours of physical activity at a moderate to vigorous level of intensity that contributes to cardio-respiratory endurance (heart, lungs, circulatory system) plus one or more of the health-related fitness components (muscular strength, muscular endurance, and flexibility).

As per departmental policy, physical activities selected for the OUT-of-class component of the course do not qualify when the activities are related to another course for which the student receives credit (e.g., school-initiated courses related to dance or sports).

Certain high-risk activities that are inherently dangerous may be prohibited by the school/division as part of the OUT-of-Class Physical Activity Practicum. The Department recommends that the local policy exclude these activities from eligibility for credit under any circumstances. This policy might also require that certain activities (e.g., trampolining), which are known to be associated with a higher rate of injury when unsupervised, be directly supervised by a qualified instructor or coach to be eligible for credit. Other risk factors, conditions, or exceptional circumstances may also need to be considered prior to acceptance.

A Physical Activity Inventory (Appendix C) has been provided to help divisions/schools develop their eligible activities list. Any activities not included in the eligible activity list will need to be approved by the school/division according to the process outlined in its policy.

* For a complete list of the physical activities for which safety checklists have been provided in Appendix E, please refer to the Physical Activity Inventory in Appendix C.

Safety Information

The general safety guidelines and specific physical activity safety checklists contained in Appendix D and Appendix E of this document have been developed to assist teachers in their preparations of learning activities about risk management and physical activity. They also will help guide students and parents involved in the planning of OUT-of-class physical activities for PE/HE. This safety information and recommendations are believed to reflect best practice. The suggested risk management strategies are considered minimum standards for physical activity in an organized or formal setting. They may not apply to all situations (e.g., home-based, recreational, or modified activities), and more stringent safety standards may be applied by instructors/coaches/program leaders of OUT-of-class physical activities in organized programs.

The general safety guidelines section of the document presents a process for managing risk for any physical activity. This section also describes the Risk Factor Rating (RFR), which is the scale for determining the general level of risk of an activity. This scale, which is outlined in the table below, was developed for this document to categorize each activity by the level of risk one can expect when participating in it. The level of risk, or RFR, is indicated by a rating scale from 1 to 4, where an RFR of 4 represents the highest risk. The rating is based on the prevalence of safety considerations involved in the activity as well as the recommended level of instruction and supervision. This rating appears on all the physical activity safety checklists as well as the activity inventory of suggested activities included in this document.

RFR Risk Factor Rating	Level of safety concerns, instruction, and supervision recommended	Examples
1	There are few safety concerns for this physical activity; little or no qualified instruction or adult supervision are required.	Walking Stretching
2	There are some safety concerns for this physical activity, qualified instruction is recommended, and little or no adult supervision is required.	Racquetball Ice Skating
3	There are several safety concerns for this physical activity; qualified instruction is required, and adult supervision is recommended.	Snowboarding Field Hockey
4	There is a high level of safety concerns for this physical activity, and qualified instruction and adult supervision are required.	Swimming Karate

The general safety guidelines also outline risk management strategies according to each of the following risk factors that may be involved during participation in any physical activity:

- Level of instruction
- Level of supervision
- Facilities
- Environment
- Equipment
- Clothing/footwear
- Personal and other considerations

Each specific physical activity safety checklist indicates the Risk Factor Rating as well as a number of risk management strategies recommended as minimum standards for participation in what are predominantly organized programs. Instructors, coaches, or program leaders of OUT-of-class physical activities may also impose more stringent safety standards. These standards may vary according to the nature of the activity (e.g., recreational versus competitive). Any number of variables may increase or decrease the risks involved, such as the student's personal experience, skill level and physical condition, the level of intensity of the activity, as well as the student's personal behaviour during participation.