



# AFTER SCHOOL SAFETY CHECK PROGRAM GUIDE

Every child should feel safe! Providing children with a safe environment in which to learn and play while offering consistent messages about safety will help them gain the skills they need to act responsibly throughout their lives.

The Active and Safe After School Initiative has developed a series of tools to raise awareness about safety in after school, recreation-based programs. Developed with activity providers in mind, this After School Physical Activity Safety Guide will help activity providers to ensure the safety of all participants.

The After and Safe After School Initiative provides safety support tools and resources for after school program leaders, supervisors and parents. Specifically, the initiative aims to increase knowledge, awareness and understanding of injury prevention, risk management and best practices in safety.

## HOW TO USE THIS GUIDE

The After School Safety Check program resources are divided into two categories: Parental Awareness Tools and Program Leader/Supervisor Support Tools.

1. Parental Awareness Tools
  - a) Four checklists that increase parental awareness on selecting appropriate programs and the minimum required safety standards.
2. Resource Materials
  - a) Supervisor and Program Leader Implementation Checklists
    - ▶ A implementation Checklist for Program Leaders
    - ▶ A implementation Checklist for Supervisors
    - ▶ One Inclusion Guideline for Participants of All Abilities.
    - ▶ 13 Sample forms for communication, protocol and procedures

Supporting documents have been provided as resource documents. These appendices are intended to act as samples from which Supervisors/Leaders can model their own forms, checklists, etc.

3. Activity Plans and Checklists.
  - ▶ 16 Physical Activity Guideline Checklists
  - ▶ 24 Physical Activity Safety Games



Program leaders are to implement the safety criteria outlined in the Activity Checklists. These guidelines consider safety related to equipment, clothing and footwear, facilities, special rules and instruction as well as supervision.

The intent of this guide is to assist Supervisors and Program Leaders in fulfilling their responsibilities to provide a minimum standard of care so children can participate in physical activities safely.

To minimize the risk of accidents or injuries, it is important that Supervisors and Program Leaders address the content of this guide prior to any physical activity taking place.

### DUTY OF CARE

The organization and staff providing programs or facilities are responsible for the following duties:

- ▶ Duty to provide and maintain safe facilities;
- ▶ Duty to provide and maintain safe equipment;
- ▶ Duty to provide effective supervision (quantitative and qualitative);
- ▶ Duty to provide proper/qualified instruction;
- ▶ Duty to inform participants of activity risks;
- ▶ Duty to provide first aid and medical accessibility;
- ▶ Duty to remain up to date in the area of program safety

The Supervisor of a program or facility and the Program Leader hold the responsibility to:

- ▶ Support all staff in meeting their duty of care by ensuring that all reasonable safety procedures are executed during physical activities by providing information, instruction, training and follow-up supervision.