



PROGRAM SUPERVISOR IMPLEMENTATION CHECKLIST

The Supervisor Implementation Checklist provides a summary of information required in the planning and implementation of after school physical activities. Sample communication templates, checklists, plans and protocols can be found in the Supporting Documents found in the appendices.

COMMUNICATION WITH PARENTS/ GUARDIANS:

- A process is in place to communicate the physical activity programming with the parents/guardians. Communications should include:
 - ▶ Safety information regarding: appropriate clothing and footwear, rules about wearing jewelry.
 - ▶ Elements of Risk Notice.
 - ▶ Importance of participant accident insurance.
 - ▶ Procedures for off-site activities.
 - ▶ Site's concussion protocol and procedures for return-to-activity.
 - ▶ Medical information form to be completed.

MEDICAL CONDITION AND PHYSICAL LIMITATIONS OF PARTICIPANTS:

- A process is in place to gather information from parents/guardians regarding their child's medical condition (e.g. asthma, type I (juvenile) diabetes, anaphylaxis, epilepsy) and physical limitations (e.g. cerebral palsy) (refer to Appendix A - Sample Letter to Parents/Guardians).
- A process is in place to identify participants with medical conditions and physical limitations to the Program Leader.
- Program Leaders are provided with training on how to manage (accommodate) and provide emergency action when necessary to participants with medical conditions and physical limitations (refer to Appendix I - Sample Emergency Action Plan).

FIRST AID:

- A process is in place to respond to injuries or accidents (e.g. appropriate first aid equipment is on site, a suitable means of communication, and an emergency action plan).
- A process is in place to determine the minimum requirement for first aid coverage and to provide training to Program Leaders on the site's emergency action plan, use of universal precautions and reporting system for injuries.
- Program Leaders are provided with training on concussion protocol and procedures (refer to Appendix E -1 - Physical Activity and Sport-Related Concussion and Appendix E-2 - Suspected Concussion – Return to Participation Form).

EQUIPMENT:

- A process is in place to purchase equipment that meets safety standards and to regularly inspect and maintain equipment as needed (refer to Appendix C-1 - Sample Safety Checklist – Gymnasium Equipment).



- A process of documentation of inspections and maintenance is kept on file (refer to the Resource Material: Sample Safety Checklist – Gymnasium Equipment).

CLOTHING AND FOOTWEAR:

- Site expectations for appropriate physical activity clothing and footwear and the wearing of jewelry have been developed for the site and communicated to the Program Leaders.

FACILITIES:

- A process is in place to regularly inspect and maintain the activity areas used by the participants (refer to the Resource Material: Sample Safety Checklist - Gymnasium Facilities, Resource Material: Sample Safety Checklist - Outside Facilities and Resource Material: Safety in Activity Rooms).
- A documentation of inspections and maintenance is kept on file (refer to the Resource Material: Sample Safety Checklist - Outside Facilities).
- A process is in place to inform participants that the use of activity areas (e.g. gymnasium, storage rooms) and equipment is prohibited without the supervision of a Program Leader (refer to the Resource Materials: Safety in Activity Rooms).

SUPERVISION:

- The Program Leaders are provided with training on the criteria required to provide effective supervision and the types of supervision needed to deliver the various activities (refer to the Resource Material: Supervision).
- The Program Leaders are informed of the expectations and procedures for supervision of male/female change rooms by staff of the same and different genders.

OTHER:

- The Program Leaders have been provided with a copy of or access to the After School Physical Activity Safety Guide (Implementation checklists, Activity Pages and Supporting Documents).
- The Program Leaders are informed that the After School Physical Activity Safety Guidelines are the minimum safety standard that must be referred to prior to any activity taking place.
- The Program Leaders are provided with training on:
 - ▶ The philosophy and expectations of the physical activity program.
 - ▶ Lightning protocol and procedures (refer to Appendix J - Lightning Protocol).
- Prior to the start of an activity, the Program Leader is to:
 - ▶ Inform participants of possible risks associated with the activity
 - ▶ Demonstrate how to minimize the risks
 - ▶ Outline procedures and rules for safe play
 - ▶ Follow through with consequences for not following safe play procedures

NOTE:

- a) Attendance is to be taken to ensure absent participants receive safety instructions upon their return.
- b) Document the date, time and a brief outline of safety instruction provided in daily activity plans.