

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

OUTDOOR EDUCATIONAL AREAS (FIELD, TRACK, GARDEN, HILLSIDE) SUPERVISION WRITTEN PLAN

General Duties

Supervisors are responsible for:

- Fenced areas are to be locked at all times unless a Supervisor is present.
- Warning and informing
- Providing proper instruction
- Providing proper supervision
- Providing safe facilities
- Providing safe equipment
- Contact emergency medical services (when needed)

Parental expectations:

The students' parents/guardians have expectations for their children on the school Outdoor Educational Areas (field, track, garden, hillside). Parents expect that their children:

- Will be returned to them without injuries
- Will be kept safe
- Will be listened to
- Will be provided safe equipment
- Will be provided a variety of activities
- Will receive fair discipline

Written Policy:

This District Policy will strive to achieve adequate supervision of the Outdoor Educational Areas (field, track, garden, hillside) whenever it is occupied during the school day. The District's policy includes at least the following components:

- Written duties of Outdoor Educational Areas (field, track, garden, hillside) supervisors
- Initial and regular training for all Outdoor Educational Areas (field, track, garden, hillside) supervisors
- Written Outdoor Educational Areas (field, track, garden, hillside) rules
- Emergency procedures
- List of required safety equipment
- Regularly scheduled maintenance of all outdoor structures
- Fall protection as needed

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Written Duties of Outdoor Educational Areas (field, track, garden, hillside) Supervisors:

Since an Outdoor Educational Areas (field, track, garden, hillside) supervisor cannot focus on all of the students all of the time, the supervisor should rank the risks, prioritizing attention to the areas where accidents are most likely to occur.

Students should always be supervised to avoid Outdoor Educational Areas (field, track, garden, hillside) injuries. Proper Outdoor Educational Areas (field, track, garden, hillside) supervision can be broken down into four basic components:

1. Presence and attentiveness

- The supervisor should be on the Outdoor Educational Areas (field, track, garden, hillside) before students start playing
- The supervisor should stay in a reasonable proximity to the areas of activity
- The supervisor should always be able to see the activity.
- The supervisor should ensure the students are being properly supervised.
- The supervisor should not become distracted from assigned duties

2. Student behavior monitoring and intervention (remember, the Outdoor Educational Areas (field, track, garden, hillside) should be an extension of the classroom)

- School rules and policies must be enforced.
- Students must be restricted from roughhousing, horseplay or other inappropriate behavior.
- Controlling the environment is essential. Keep in mind the student's behavior before allowing him/her to enter the area:
- Was the student just disciplined for something?
- Is the student feeling ill or is there some other obvious reason for hostility?
- Is the student prone to violent behavior?

3. Hazard surveillance and intervention

- Check the Outdoor Educational Areas (field, track, garden, hillside) daily and address ground and equipment hazards.
- Look for hazards after weekends, holidays or break periods.
- Know that use of Outdoor Educational Areas (field, track, garden, hillside)s after hours can result in damaged or vandalized equipment. It can also lead to foreign objects being left on the grounds.

Correct a hazard if you can. Otherwise, report all hazards, no matter how small, because small hazards uncorrected can and will lead to larger hazards.

- Check equipment for broken pieces, sharp edges, worn parts, etc.

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- Check wood equipment for splinters, rotten wood and cracks
- Check the grounds for large holes, broken glass and other foreign objects that may injure a student.

4. **Responding appropriately to emergencies**

- Every supervisor must follow the District's plans and procedures for responding to emergencies and accidents.
- Be alert at all times. Act promptly and decisively.

Outline of training for all Outdoor Educational Areas (field, track, garden, hillside) supervisors

Outdoor Educational Areas (field, track, garden, hillside) Supervisors should have a basic understanding of:

- Goals for Outdoor Educational Areas (field, track, garden, hillside) Supervisor Training
- Intended use of each component of the areas
- Causes of injuries on school Outdoor Educational Areas (field, track, garden, hillside)s
- School's method of Outdoor Educational Areas (field, track, garden, hillside) discipline
- Difference between discipline and punishment
- The established Outdoor Educational Areas (field, track, garden, hillside) rules
- Enforcement of the rules
- How to positively alter a student's behavior
- The need for an unobstructed view of their assigned area
- The need to avoid standing and talking with other Outdoor Educational Areas (field, track, garden, hillside) Supervisors
- Which equipment is designed for students
- How to respond to emergencies on the Outdoor Educational Areas (field, track, garden, hillside)
- The procedures for visitors at the school and on the Outdoor Educational Areas (field, track, garden, hillside)
- The layout of the entire school grounds
- The location of first aid kits, telephones, fire extinguishers and the school nurse or designated emergency aide

Outdoor Educational Areas (field, track, garden, hillside) Rules for Students

- Obey directions given by all Outdoor Educational Areas (field, track, garden, hillside) supervisors
- Stay within Outdoor Educational Areas (field, track, garden, hillside) boundaries and away from off-limit areas
- Follow proper use of equipment and the intended use of all equipment
- No toys and equipment from home
- No loose jewelry

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- Avoid wearing clothing with draw strings
- No pens or pencils in the Outdoor Educational Areas (field, track, garden, hillside)
- Leave dirt, sawdust, stones, sticks, rocks or other objects alone
- Leave surfacing materials on the ground
- Stay away from structures such as fences, trees or other things not intended as Outdoor Educational Areas (field, track, garden, hillside) equipment
- Respect other people's space. Keep your hands and feet to yourself
- Be courteous and a good sport
- Speak respectfully to each other
- Stop playing immediately when the signal/bell/whistle is given.
- Report bullying to a teacher or Outdoor Educational Areas (field, track, garden, hillside) supervisor

Weather Considerations and Air Quality (including smoky conditions)

Establish a procedure for evaluating the use of play equipment in inclement weather:

- In freezing weather, many types of Outdoor Educational Areas (field, track, garden, hillside) surfaces freeze, losing their resilient and protective properties. Warm skin may stick to freezing metal surfaces. Ice can make surfaces slippery.
- In wet weather, surfaces that students walk on and hold on to become slippery and can cause them to fall. Puddles may form and students cannot use the equipment without walking in these puddles.
- In hot weather, restrict the play on surfaces that get too hot. If the surface is too hot for your hand, it is too hot for students to play on.
- Check conditions with the Siskiyou County Air Quality Control Board or equal organization for air quality index levels during local fire conditions.

In inclement weather (including heat waves or smoky conditions), restrict outdoor use.

Enforcing Rules and Using Discipline

School staff has the authority to enact reasonable disciplinary action in controlling students.

- Use the school's (district's) established procedures for discipline.
- Communicate rules often with students.
- Act to control repeated violators of Outdoor Educational Areas (field, track, garden, hillside) rules.
- NEVER allow bullying in any of its forms.

Risk Priorities

- Put **LOW RISK EQUIPMENT** on the periphery (beside the supervisor). Low risk activities traditionally include field sports, games, basketball, gardening, forestry equipment.

Required Safety Supplies and Equipment:

Supplies and equipment assist Outdoor Educational Areas (field, track, garden, hillside) supervisors in doing their job. Appropriate supplies and safety equipment may include:

- A whistle or other means of quickly communicating with students
- A clipboard, paper and pen for note taking/reporting
- A means of emergency communication with the site office (two-way radios, cell phones, or walkie-talkies)
- Minor first aid supplies, including protective gloves
- Brightly colored vests for easy identification in an emergency situation
- Helmets, gloves, eye protection

Air Quality Index (AQI): Particle Pollution

Index Values	Levels of Health Concern	Cautionary Statements
0-50	Good	None
51-100	Moderate	Unusually sensitive people should consider reducing prolonged or heavy exertion.
101-150	Unhealthy for Sensitive Groups	People with heart or lung disease, older adults, and children should reduce prolonged or heavy exertion.
151-200	Unhealthy	People with heart or lung disease, older adults, and children should avoid prolonged or heavy exertion. Everyone else should reduce prolonged or heavy exertion.
201-300	Very Unhealthy	People with heart or lung disease, older adults, and children should avoid all physical activity outdoors. Everyone else should avoid prolonged or heavy exertion.
301-500	Hazardous	People with heart or lung disease, older adults, and children should remain indoors and keep activity levels low. Everyone else should avoid all physical activity outdoors.

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