



Shawnigan Lake School Parent/Guardian Activity Consent and Acknowledgement of Risk Form 2011 - 2012

Please read this letter and the following ten (10) pages and sign and return the Acknowledgement of Risk - Informed Consent Form (*found in the [link of "Required Consent Forms"](#)*)

As the parent/guardian of a student at Shawnigan Lake School, you should be aware that your child/charge will be invited to participate in the activities listed on the attached pages, all of which are sanctioned by the School. Please read through this document carefully. Should there be any specific activities that you do not wish your child to participate in, you must identify those activities in writing. Please sign the ***Informed Consent Form*** and return it to us.

Please understand that your child/charge will be expected to uphold the behaviour expectations of Shawnigan Lake School students as in any other school endeavour. Your child/charge will be expected to listen to and adhere to any rules, instructions, directions, request, or advice given by authorized Shawnigan Lake School staff or supervisors, with the understanding that it is in the best interest of all participants. Therefore, your child/charge will be expected to act responsibly and show respect and care for themselves and for others during these activities.

Transportation will ordinarily be by school buses, bus companies contracted by the school, school vehicles and occasionally by Shawnigan Lake School designated drivers for private transport.

The Shawnigan Lake School Risk Management Manual is available for your perusal at the School at any time.

Darrin Austin
Risk Manager

Shawnigan Lake School



Physical Education Programme

There are inherent risks associated with all of these sporting activities. However, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

The School has 'Risk Analysis and Management' forms identifying potential risks and how we can manage them. Specific forms for each sport are available for your perusal at any time upon request.

The School also has a Sportsplex Facility and Equipment checklist that is completed each term to check any potential hazards. In addition, staff check all equipment and facilities on an ongoing basis and any items of concern are addressed immediately.

Physical Education Programme

Weightroom- Introduction, use and safety of the equipment
Fitness Testing- Beep test, Sit-up test (60second), Pushup test (60second)
Minor Ball Games- Longball, Dodgeball, Benchball, California Kickball etc
Rugby- non-contact, adapted modified games
Rowing- taught and supervised by officially trained coaches
Aussie Rules Football - non-contact, adapted modified games
Gaelic Football - non-contact, adapted modified games
Soccer
Field Hockey
Fitness Testing
Lacrosse
Softball/Baseball
Frisbee Golf, Ultimate Frisbee
Fitness Testing
Tennis
Basketball
Cross-country running
Volleyball
Badminton
Squash
Circuit Training
Indoor Soccer
Handball

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Athletic Department Sport Options

There are inherent risks associated with all of these sporting activities. However, with proper supervision and specific identification of problematic areas we aim to minimise these risks.

Specific Risk Analysis and Management forms are available for each individual sport upon request.

Students choose one of the options below available to them each term. A sheet is provided to each House, providing them with the specific options for that term and they elect one.

	Junior Boys	Junior Girls	Senior Boys	Senior Girls
Fall	Rugby Squash Basketball Skills Rowing Soccer Badminton	Field Hockey Volleyball Squash Basketball Skills Rowing Badminton	Basketball Skills Cross Country Strength/Fitness Outdoor Pursuits Rowing Rugby Skills Soccer Tennis Squash Badminton	Cross Country Field Hockey Strength/Fitness Outdoor Pursuits Rowing Tennis Volleyball Squash Basketball Skills Badminton
Winter	Basketball Cross Country Ice Hockey Rowing Soccer skills Squash Rugby Skills	Basketball Cross Country Ice Hockey Rowing Soccer skills Squash Indoor Field Hockey Rugby Skills	Basketball Cross Country Strength/Fitness Ice Hockey Rowing Search and Rescue Squash Swimming Rugby Skills	Basketball Cross Country Strength/Fitness Ice Hockey Rowing Rugby Skills Search and Rescue Soccer Skills Squash Swimming Indoor Field Hockey
Spring	Basketball Skills Cross Country Golf Outdoors Rowing Soccer Tennis Squash	Cross Country Golf Outdoors Rowing Soccer Tennis Squash Basketball Skills Field Hockey	Cross Country Strength/Fitness Golf Outdoors Rowing Rugby Tennis Basketball Skills	Cross Country Strength/Fitness Golf Outdoors Rowing Rugby Soccer Tennis Basketball Skills Field Hockey

If you have any questions or concerns about activities in which your child will participate, please contact the Deputy Head, Jo-Anne Kingstone, at (250) 743-6263 or jokingstone@shawnigan.ca

Shawnigan Lake School

Additional Activities

	School Wide Activities
Fall	Round the Campus Relay Athletics Day Lake Swimming
Winter	Ski Week
Spring	Interhouse Cross Country Running Lake Swimming

Brief Description of Activities:

The “Round the Campus” Relay

Every student is required to run the course and compete against the other Houses in the School. The course is set around the roads at Shawnigan Lake School. There are inherent risks associated with this activity, including the risk of falls and, potentially, dehydration and/or hypothermia from exposure. However, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Athletics Day

On a Sunday afternoon, early in the school year, every House competes against each other in a variety of track and field events. These events include high-jump, long-jump, triple-jump, shot-put, discus, sprinting and long distance running events. There are inherent risks associated with all of these sporting activities, including falls. Contact with equipment may also cause a variety of injuries. However, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Lake Swimming

In order to swim students must have:

An adult qualified NLS Lifeguard present.

An adult present plus a student qualified NLS Lifeguard or NLS Bronze Cross holder.

The students who participate in outdoors and rowing will often be in the water as part of the programs; students are supervised by their coaches at all times.

Students are only permitted to swim off the Shawnigan Lake School docks at certain times, and there are strict rules in place. The students are reminded of these on a regular basis. The obvious but very real inherent risk associated with swimming is drowning. Students can also slip and fall on the slippery docks causing sprains, strains, concussions and breaks. Adherence to the rules and proper supervision will minimise these risks.

Ski Week

Ski week at Manning Park has long been a tradition at Shawnigan Lake School for over a quarter of a century. Manning Park is in a National Park and is an area widely used for cross-country skiing. School policy is that ALL students who are down hill skiing or snowboarding wear a helmet. Please ensure that your child arrives at Ski week with a proper fitting helmet. The Park has strict safety guidelines e.g. no inverted aerials allowed, helmet use etc. and the students are educated about the Manning Park safety rules as well as their responsibility to continue to adhere to Shawnigan Lake School rules. Staff is in close daily contact with the instructors and guides at the Park. Daily reports about the conditions and environment are scrutinized and decisions about the day’s activities are then made.

A comprehensive risk management procedure is followed as with all other activities, however, as we know there are always inherent risks associated with this activity, including the risk of falls and contact with fixed objects. However, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Interhouse Cross Country

Every student is required to run the cross-country course and compete against the other Houses in the School. The cross-country course is set around the trails at Shawnigan Lake School. There are inherent risks associated with this activity, including the risk of falls and, potentially, dehydration and/or hypothermia from exposure. However, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Beginning of Year Grade 8 Expedition

All grade 8 students are expected to participate in this three-day camping expedition to Horne Lake, Vancouver Island. This trip provides students with an opportunity to develop a valuable support network by participating with peers and staff in a variety of enjoyable activities including; canoeing, archery, hiking, swimming, low ropes course, cave exploration, outdoor cooking and a variety of team building activities. A separate consent form from the potential outside program providers may need to be signed and returned to the School prior to the trip.

End of Year Grade 8 and 9 OuterEDGE Experience

All Grade 8 and Grade 9 students participate in a 3-day camping experience at the end of the year which provides them with a West Coast camping experience, develops outdoor skills and awareness, promotes an appreciation of nature and environmental issues, and provides leadership training. Activities include hiking, swimming, outdoor cooking and team-building activities.

Hiking Trips

There are often opportunities for various groups or grades to participate in either half-day or one-day hiking trips to various locations on Vancouver Island. The goals of each trip would vary from fitness, environmental awareness and leadership development, just to name a few. There are inherent risks associated with this activity, including the risk of falls and, potentially, dehydration and/or hypothermia from exposure. However, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Volunteer Activities

* Volunteerism at Shawnigan takes many forms, and occurs both on and off campus. Some examples include helping to host events such as fundraising dinners or community functions, doing physical labour such as trail maintenance or gardening or Earth Day clean-up, and providing support care for young children or the elderly or the handicapped or the infirm.

* There are both obvious and not-so-obvious risks involved in many volunteer activities. Where physical labour and tools are involved, there are the obvious risks of physical injuries such as blisters and cuts and strains and blunt force trauma. Where care-giving is involved, there are the perhaps not-so-obvious risks of dealing with sometimes unpredictable people in an unfamiliar environment.

* Proper planning, staffing and supervision are the School's primary means of addressing and mitigating the risks associated with volunteerism both on and off campus.

* We believe that volunteerism is an important component of social responsibility and that it grows from gratitude and appreciation. Shawnigan strives to develop young citizens who are committed to making the world a better place, and we do this through modelling and extolling the right attitudes and behaviours, and by engaging students in hands-on experiences.

Service Club

- Hospice Auction
- Shawnigan Light Up
- Hospital Foundation Gala Night
- MS Walk
- Hike for Hospice Walk
- Cowichan Bay Prawn Festival
- Guide Dog Walk
- Visits to senior care facilities
- Weekly involvement at a program for mentally handicapped teens
- Visits to a local visually handicapped couple
- Visits to the Native Friendship Centre

Environment Club

- Mt. Baldy day hike
- In-stream work (stream clean-up)
- Volunteer work in the Mill Bay Fish trap
- Boating on Shawnigan Lake to go to and from the lake fish traps
- Tree planting and silviculture
- Trail construction
- Whale watching off Tofino with a commercial whale watching company
- Camping and optional surfing at Long Beach

Science Department

- Weyerhaeuser logging operations (Shawnigan Division)
- Centre of the Universe/Dominion Astrophysical Observatory
- Pacific Geoscience Centre
- Mt. Baldy day hike
- EnSci 11 Field work
- Fish trap on Shawnigan Lake with boats
- Hartl Creek
- Wetlands
- Nitinat Fish Hatchery
- Goldstream Provincial Park
- Bio 11 Trip to Bamfield

Social Studies Department

- Imax Theatre
- Pacific Geo Science Centre
- West Coast Beaches (day trip only)
- Galleries (Vancouver, Victoria)
- Logging Sites
- Bus trips around Cowichan Valley and areas local to the School
- Movie Theatres (Victoria, Duncan)
- Guest Speakers in Victoria, Duncan
- Parliament Buildings in Victoria

House Outings/Weekend/Leisure Time Activities

Optional weekend/leisure time activities are frequently arranged for students. Occasionally, if it will fit within the schedule, Houses or classes will arrange a similar outing at another time of the week. Students travel as a group, with staff supervision, to such things as

- Movies or a Shopping Trip
- Swimming pools
- Bowling
- Bicycle Riding
- Ski Trips
- Paintball games
- Roller-skating or Roller-blading
- Boating (motorized or self propelled) /Water-skiing/Tubing
- Weight/fitness training (open gym/fitness centre)
- Horse back riding
- High ropes course and/or challenge events

Movie/Shopping Trips would carry the usual risks associated with travelling by bus or other vehicle to and from a designated location. In addition there is the possibility of becoming separated from the rest of the group in a mall, or of meeting undesirable people. However with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Swimming Lake swimming is covered elsewhere in this document and similar risks would apply for swimming in a pool, but adherence to the rules and proper supervision will minimise these risks.

Bowling risks associated with five or ten pin bowling could include the possibility of falls or being accidentally hurt by a bowling ball. However with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Bicycle Riding Some students enjoy bicycling and will bring their bikes to school. With permission, students may ride their own or a borrowed bicycle around our campus or on the roads. Students are required to wear the legal protective headgear, exercise due care for themselves and others and obey all traffic rules. Additionally, with permission students may ride their mountain bikes around campus and on the trails immediately next to the campus. Students must ride with a partner and are required to wear the legal protective headgear, exercise due care for themselves and others. There are inherent risks associated with this activity, including the risk of falls, or being on the roads with other vehicles. However with a specific identification of problematic areas we aim to minimise these risks.

Ski Trips are sometimes arranged to the local mountains. Students are expected to follow any safety rules or guidelines laid down by the Ski Hill operator and are advised of their responsibility to continue to adhere to Shawnigan Lake School rules including wearing a helmet if down hill skiing or snowboarding. A comprehensive risk management procedure is followed as with all other activities. However, as we know, there are always inherent risks associated with this activity, including the risk of falls and contact with fixed objects. With proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Paintball This recreational sport has become a hugely popular event for House Outings and up until now permission has been sought from parents on a case by case basis. In an effort to streamline the paperwork both from the School's side and for the parents/guardians we attach a RAMS (Risk Analysis Management System) form for Paintball. As with all school activities that carry inherent risks, with proper supervision and a specific identification of problematic areas we aim to minimise these risks. It may be necessary for you to sign an additional consent form from the provider. In this case, one will be sent to you.

Roller-skating/Roller-blading This activity is becoming more popular as a House outing and, as with paintball, up until now permission has been sought from parents on a case by case basis. In an effort to streamline the paperwork both from the School's side and for the parents/guardians, we attach a RAMS (Risk Analysis Management System) form for Roller-skating/blading. As with all school activities that carry inherent risks, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Boating/Water-skiing/tubing These activities are also becoming more popular as House outings and, up until now, permission has been sought from parents on a case by case basis. In an effort to streamline the paperwork both from the School's side and for the parents/guardians, we attach a RAMS (Risk Analysis Management System) form for these activities. The obvious but very real inherent risk associated with any water activities is drowning. Other risks include concussion and/or head/spinal injuries from falls associated with these activities. As with all school activities that carry inherent risks, with proper supervision and a specific identification of problematic areas we aim to minimise these risks. Strict rules regarding supervision, proper use of equipment and appropriate safety devices will be enforced.

Weight/fitness training: (open gym/fitness centre) Because of the increasing interest among students and staff in on-going physical fitness, the weight room/fitness centre in the gym is open and available outside of regular class hours. Inherent risks associated with this activity are head and spinal cord injuries, joint dislocations, broken bones, sprains and strain occurring. We attach a RAMS (Risk Analysis Management System) form for this activity. As with all activities that carry inherent risks, with proper supervision, and a specific identification of problematic areas we aim to minimise these risks.

Horseback Riding Many of our students are interested in horseback riding as a House outing or individually at the local stables. In an effort to streamline the paperwork both from the School's side and for the parents/guardians, we attach a RAMS (Risk Analysis Management System) for horseback riding. Inherent risks associated with this activity are head and spinal cord injuries, broken bones, or dislocations from a fall or cuts or bruises from bites or kicks from the horse. As with all school activities that carry inherent risks, with proper supervision and a specific identification of problematic areas we aim to minimise these risks.

Low and High Challenge Course Activities Challenge course activities involve such events as low and high ropes courses and/or low and high zip lines. Inherent risks associated with these activities include head and/or spinal cord injuries, broken bones, dislocations, cuts, bruises, sprains, strains or death due to a fall from height due to equipment failure, improper supervision, or improper use of equipment. While these activities will be facilitated by outside providers who have the appropriate training and experience to lead them, these risks still do exist. In an effort to streamline the paperwork both from the School's side and for the parents/guardians, we attach a RAMS (Risk Analysis Management System) form for these activities. In most cases, however, we will need to send you an additional consent form from the outside provider to be signed and returned to the School.



Risk Analysis Management System

Activity / Situation	Paintball			Location:	Various
Undesired Event(s)	Injury Illness	Sunburn Exhaustion			
	People	Equipment	Environment		
CAUSAL FACTORS	Inadequate supervision People with medical problems Undesirable spectator and/or participant behaviour Students missing or get lost	Unsuitable protective gear Incorrect gear Faulty equipment	Weather: rain/sun Insufficient sun protection Safety zones not used Students unfamiliar with environment		
RISK MANAGEMENT STRATEGIES	Ensure adequate supervision Medical history of students known and readily available Ensure spectators and participants understand appropriate behaviour and conduct Give clear instructions Attendance checked at end of activity	Students wear approved protective gear Check all equipment before use Regular maintenance of gear by reputable organization	Appropriate protection from weather Appropriate protection from the sun Safety zones used Familiarize students with site		
EMERGENCY	First aid kit on hand Staff member/coach/teacher is qualified in first aid Telephone accessible Staff member/coach/teacher is skilled at supervision and communication Action plan for illness /accident- contact numbers, evacuation plans Activities planned to allow a window of daylight in case of incident				

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Activity / Situation	Roller-skating/blading		Location: Various
Undesired Event(s)	Sunburn Exhaustion Injury	Illness Death	
	People	Equipment	Environment
CAUSAL FACTORS	Inadequate supervision Poor coaching techniques People with medical problems Undesirable spectator and participant behaviour Students missing or get lost Inexperienced participants	Unsuitable protective ear Incorrect gear Faulty equipment Unprotected fixtures Slippery or dirty surfaces	Weather: rain/sun Insufficient sun protection Foreign objects on playing surface Students unfamiliar with environment
RISK MANAGEMENT STRATEGIES	Ensure adequate supervision Medical history of students known and readily available Ensure spectators and participants understand appropriate conduct Give clear instructions Attendance checked at end of activity Provide all participants regardless of ability with basic instruction	Students wear correct protective gear Check all equipment before use Ensure appropriate fixtures are protected Regular maintenance of gear Ensure surfaces are appropriate to skate on	Appropriate protection from weather Remove all foreign objects from vicinity from area Familiarize students with site i.e. aware of emergency exits etc.
EMERGENCY	First aid kit on hand Staff member/coach/teacher is qualified in first aid Telephone accessible Staff member/coach/teacher is skilled at supervision and communication Action plan for illness /accident- contact numbers, evacuation plans Activities planned to allow a window of daylight in case of incident		

Activity / Situation	Boating		Location:
Undesired Event(s)	Sunburn Exhaustion Injury	Illness Death	
	People	Equipment	Environment
CAUSAL FACTORS	Inadequate supervision Poor coaching techniques People with medical problems Students missing or get lost Inexperienced participants	Unsuitable gear Incorrect gear Faulty equipment	Weather: rain/sun/ cold water Insufficient sun protection Foreign objects in water Students unfamiliar with environment Slippery rock or surfaces
RISK MANAGEMENT STRATEGIES	Ensure adequate supervision Coaches/instructors officially trained and certified Medical history of students known and readily available Attendance checked at end of activity Ensure students have met minimum requirements for being on water- safety, water treading, swim test, rescue procedures Students should know and obey acceptable guidelines of behaviour while in the boats	Students wear correct gear ie. PFD Check all equipment before use Regular maintenance of gear Transport Canada approved equipment and minimum equipment lists for boats	Appropriate protection from weather, cold water and the sun Students familiar with 'Help/Huddle' position in cold water Remove all foreign objects from vicinity if possible or change course Familiarize and instruct students in capsizing and group rescue Familiarize students with site i.e. aware of emergency exits.. Wear appropriate footwear for surfaces
EMERGENCY	First aid kit on hand Staff member/coach/teacher/instructor is qualified in first aid Telephone accessible- Contact numbers for Coast Guard readily available Staff member/coach/teacher/instructor is skilled at supervision and communication Action plan for illness /accident- contact numbers, evacuation plans Activities planned to allow a window of daylight in case of incident		

Activity / Situation	Water-skiing		Location: Various
Undesired Event(s)	Injury Illness	Exhaustion Drowning	
	People	Equipment	Environment
CAUSAL FACTORS	Inadequate supervision Poor coaching techniques People with medical problems	Unsuitable protective gear Incorrect gear Faulty equipment	Weather: rain/sun/ cold water Insufficient sun protection Foreign objects in water Students unfamiliar with environment
RISK MANAGEMENT STRATEGIES	Ensure adequate supervision Coaches/Instructors trained Medical history of students known and readily available Give clear instructions	Students wear correct protective gear- wetsuit, PFD Check all equipment before use- boat, ropes skis Regular maintenance of gear	Appropriate protection from weather and cold water Ensure boat has a spotter to look for any hazards in water Boat driver should be familiar with local environment Ensure water conditions are appropriate to the age and ability of participant.
EMERGENCY	First aid kit on hand Coach/Instructor qualified in first aid Contact numbers for Coast Guard/RCMP Telephone accessible Coach/Instructor is skilled at supervision and communication Action plan for illness /accident- contact numbers, evacuation plans Activities planned to allow a window of daylight in case of incident		

Activity / Situation:	Weights/Fitness	Date:	Location:
Undesired Event(s):	Injury Illness	Exhaustion Dehydration Death	
	People	Equipment	Environment
CAUSAL FACTORS	Inadequate supervision Poor coaching techniques People with medical problems Undesirable spectator and/or participant behaviour Inadequate warm-up Participants dehydrated Inexperienced participants	Unsuitable protective gear Incorrect gear Faulty equipment Unprotected fixtures Slippery or dirty floors	Foreign objects littering training surface Students unfamiliar with environment
RISK MANAGEMENT STRATEGIES	Students must do an induction session with an instructor Students must be with a partner or a staff supervisor when using the free weights Ensure spectators are aware of appropriate conduct Ensure adequate warm-up Ensure adequate fluids available	Students wear correct protective gear- shoes Check all equipment before use Regular maintenance of gear Ensure surfaces are appropriate to train on and are clean and safe	Remove all foreign objects from vicinity Familiarize students with site i.e. aware of emergency exits etc.
EMERGENCY	First aid kit on hand Action plan for illness / accident accessible		

Activity / Situation:	Horseback riding		Date:	Location:
Undesired Event(s):	Injury Spinal Cord injury Head injury Death	Concussion Broken limbs Dislocation Cuts, bruises		Various local locations
	People	Equipment	Environment	
CAUSAL FACTORS	Inadequate supervision Poor instruction People with medical problems Undesirable spectator and/or participant behaviour Inexperienced participants Not following instructions	Unsuitable protective gear i.e. helmet Incorrect gear Faulty equipment Unsuitable horse	Foreign objects on ground Students unfamiliar with environment Horses "spooked" Horses not used to working with students Wet and slippery conditions	
RISK MANAGEMENT STRATEGIES	Students must do a training/teaching session with a qualified instructor Students must be with a staff supervisor either from the School or from the provider Ensure spectators are aware of appropriate conduct Ensure adequate attention paid to instructions and appropriate behaviour on part of students	Students wear correct protective gear- helmet, boots, sturdy shoes, long pants Check all equipment before use Regular maintenance of gear Expectation for provider Ensure horses are used to working with students of all levels	Remove all foreign objects from vicinity Familiarize students with site Ensure provider is experienced and comes with good credentials – do a good background check and ask about horses If poor weather conditions (wet and slippery) consider either cancelling or adapting activity	
EMERGENCY	First aid kit on hand Action plan for illness / accident accessible			

Activity / Situation:	Challenge Course Events		Date:	Location:
Undesired Event(s):	Injury – head, spinal cord or general Cuts, bruises, abrasions Broken limbs	Dislocations Death		Various local
	People	Equipment	Environment	
CAUSAL FACTORS	Inadequate supervision Inadequate instruction People with medical problems Undesirable spectator and/or participant behaviour Inexperienced participants	Unsuitable protective gear Incorrect gear Faulty equipment Unprotected fixtures Slippery or dirty platforms	Wet, slippery conditions Lightening	
RISK MANAGEMENT STRATEGIES	Students must do an orientation session with an instructor Students must be with a staff supervisor either from the School or the provider Ensure spectators are aware of appropriate conduct Ensure adequate attention paid to instructions and appropriate behaviour on part of students	Students wear correct protective gear Check all equipment before use Ensure surfaces are appropriate Regular maintenance of gear Expectation for provider	Remove all foreign objects from vicinity Familiarize students with site Ensure provider is experienced and comes with good credentials – do a good background check If poor weather conditions (wet and slippery) consider either canceling or adapting activity	
EMERGENCY	First aid kit on hand Telephone accessible Staff member/coach/teacher/instructor is qualified in first aid Staff member/coach/teacher/instructor is skilled at supervision and communication Action plan for illness / accident accessible Activities planned to allow a window of daylight in case of incident			

Revised May 2, 2011