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FAB CHILD SAFETY POLICIES

SUPERVISION:

Every FAB training event, race event or other activity must be adequately supervised. For our FAB training session we require two (2) “on-site” coaches at all times. If for any reason you must miss or cannot attend your scheduled training session and your coaching location will have less than two (2) “on-site” coaches, you must contact Carol Edelkoort at carol@iamfab.ca to arrange coverage. Every race event must be adequately supervised. The coach to participant ratio must at no time be less than 1-12.

INSTRUCTIONS / CONSIDERATIONS:

1. Outdoor facilities

- Prior to initial use of a route, Coach should do a safety check “walk through” to identify potential hazards.
- Areas should be free of wasp and bee nests, drainage problems or standing water, broken glass, animal feces, and tripping hazards such as rocks, roots, exposed footings or other environmental obstacles or foreign debris.
- Holes ruts and severely uneven surfaces should be brought to the attention of participants.

2. Weather Conditions

- Coaches should monitor weather conditions and postpone or modify the activity to ensure the safety of all individuals.
- *Thunderstorms.* Establish an action plan. Keep an eye on the sky for dark, heavy clouds. When a thunderstorm approaches:
 - If there are thunderstorm warnings or sightings of lightening or the sound of thunder, the session must either be cancelled or held indoors.
 - Take shelter immediately when you see lightening or hear thunder. Find a safe place such as a substantial building to wait out the storm.
 - If in the open, stay clear of high ground and open fields; go to low-lying areas such as valleys, ditches, depressions.
 - Keep a safe distance from tall objects such as trees, hilltops and telephone polls.
 - Stay 30 m or more away from metal fences.
 - After the storm, wait 30 minutes before leaving shelter. The remaining session should be cancelled or moved indoors.

3. Instructional Considerations

- Participants should be informed of the route boundaries for the activities.
- Buddy system should be used. If during a running exercise, each participant is responsible for the participant behind them, they will keep the group together.
- Do not walk or run in the street if traffic is present.
- Instruct participants that if bothered by a dog, stop and tell them “NO” in a stern voice. Do not run.
- Instruct participants to slow their pace if they begin to feel dizzy.
- Participants should be informed of the importance of sun protection.

4. Skills Progressions

- Prior to skills instruction, coaches should outline possible risks of the activity and ensure participants understand inherent dangers;
- Coaches should explain and demonstrate how to minimize the risks.
- Skills should be taught in proper progression. Refer to each FAB Session Overview.
- Games and activities should be based on skills that are taught.
- Participants should be made aware of the rules of activities or games. It is the duty of the coach to ensure that his/her instructions are clear, direct and understood by all participants.
- Rules must be enforced.
- Participants must be allowed to go at their own pace and so activities and rules should be modified based on the age, ability, skill level and previous activity level of the participant.

5. Warm-Up and Cool-Down

- All activity sessions should include appropriate warm-ups and cool downs. Refer to each FAB Session Overview as these injury prevention exercises are incorporated.

6. Hydration

- Participants should be provided with access to water or water bottles and the opportunity to re-hydrate during activity.

7. Emergency Preparedness

- If indoors, Coaches should inform the participants of the locations of fire alarms, fire exits and alternative routes from the gymnasium.
- Coaches should inform participants on how to behave in case of an emergency or injury accident.
- Coaches should review and be familiar with FAB’s emergency action plan.

8. Behavior management

- Routines, rules of acceptable behavior and participant responsibility should be established early and encouraged and reinforced throughout the 12-week program.
- If the Coach observes unsafe behavior, she must stop the activity, provide corrective instruction.

- FAB's Session Overview Plans allow for participants' gradual progress and skill development; stresses importance of rules and regulations promoting safety in a activities; and emphasizes a progressive manner of coaching which include lead up games. These plans are designed to accommodate various ability/age/physical fitness levels of the participants but if further modification is required to accommodate a student's abilities levels, coaches should do so.

9. Participant Readiness for Activities

- Coaches must make themselves aware of the medical background and physical limitations of their participants as disclosed in health information section of the FAB 5K Challenge Program - Participation and Legal Agreement. **The information contained in these forms must be accessible by coaches at all times during sessions and events.** Participants with conditions such as asthma and other respiratory problems and severe allergies should be encouraged to carry inhaler/auto-injector.
- If a participant provides additional medical or injury information, this should be reported back to FAB on the Incident Report form.
- Coaches should be vigilant to prevent one participant from pressuring another into trying skills or activities for which she is not ready.
- Any participant with a playing cast should provide a doctor's note or parent/guardian signed permission indicating it is safe for her to participate.

Emergency Equipment

- An appropriate first aid kit should be stocked and accessible;
- Emergency phone must be accessible;
- An individual familiar with first aid techniques, should be present during the activity.

RACE EVENT AND TRAVEL POLICIES

10. Instructional Considerations

- Attendance should be taken before and after each activity session
- A designated area / landmark should be identified early to participants and they should be instructed to wait in that area if they become separated.
- Coaches should instruct participants to use buddy system when appropriate.
- Event day plan should be clearly given to the participants before they depart the bus, including the time that the bus will be leaving.
- Coaches should be aware of participants with a history of medical ailments, e.g., asthma, seizures, heart conditions and severe allergies. The health information section of the FAB 5k Challenge Program - Participation and Legal Agreement contains this information. **The information in these forms must be brought to every training session or race event as they contain participant medical information, emergency contact information and the consent to treat in a medical emergency**

11. Emergency Preparedness

- Emergency procedures must be established and communicated to participants

- Coaches should have access to an emergency phone
- Vehicle for emergency purposes should be accessible
- A trained individual responsible for providing first aid to injured participants should be available at each race event. The participants should be made aware of the race events first aid station locations.
- A supervisor should be designated to transport an injured participant to the hospital. This should not be the main organizer of the event in charge of the trip.

12. Communications with Parent/Guardians

- Parents/Guardians must be notified of any off-site activity and means of transportation. Reminder notices will be provided to give to the participants in advance of the race events.
- In the event of an emergency or incident involving the participant, attempts should be made to contact the parent or emergency contact.

13. Transportation

- Bus transportation will be arranged to and from race events only.
- Coaches should not drive participants in their own vehicles without the prior consent from FAB except where may be necessary in an emergency situation. If this occurs, an incident form must be completed and forwarded to FAB.

CONCUSSION PREVENTION, IDENTIFICATION AND MANAGEMENT

Any time a FAB participant is involved in physical activity, there is a chance of sustaining a concussion. Therefore it is important to take a preventative approach encouraging a culture of safety mindedness when FAB participants are physically active.

FAB has adopted the Ontario Physical Education Safety Guidelines Appendix C-1 – Concussion Protocol (Appendix 1 of this policy): Prevention, Identification and Management Procedures and the Ontario Physical Education Safety Guidelines – Cross Country Running and Orienteering (Appendix 2 of this policy) as its’ policy for concussion prevention, identification and management. These guidelines are attached to this policy.

FAB EMERGENCY ACTION PLAN

You should know the following information:

- Location and access to the first aid kit
- Location of an access to a phone
- Phone number of ambulance and hospital (911)
- Directions, phone number and access routes to any indoor/outdoor facilities being used
- Directions and best access to hospital
- The whereabouts of a suitable and available means of transportation.

When an injury occurs:

- Initially, when coming in contact with the injured participant, take control and assess the situation.
- Keep in mind the following:
 - DO NOT MOVE THE INJURED PARTICIPANT
 - IF A PARTICIPANT CANNOT MOVE BY THEMSELF, DO NOT MOVE THE PARTICIPANT'S BODY.
- Instruct bystanders to leave the injured participant alone.
- Assess the injury. Evaluate severity of injury and decide if further assistance is required.
- If an ambulance is not needed, decide what action is to be taken to move the injured participant to safety and what first aid may be required.
- If an ambulance is required:
 - Request assistance from another person
 - Have this person call an ambulance with the following information
 - Nature of injury
 - Precise location, including address and access route & closest cross streets
 - Phone number of your location or cell number
 - Report back that call has been made and give estimated time of ambulance arrival
 - Have one person go to the access entrance and wait for the ambulance.
- Once the call has been placed, observe the injured participant carefully for any change in condition and try to reassure the injured participant until professional help arrives.
- Do not provide the injured participant with food or drink, unless otherwise indicated by situation, e.g., diabetes, dehydration.
- Stay calm, speak reassuringly.
- When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of participant, if known.
- An adult should accompany the injured participant to the hospital to help reassure her and provide relevant medical history and injury circumstances. **BRING THE INFORMATION CONTAINED IN THE PARTICIPANTS FAB 5K Challenge Program - Participation and Legal Agreement** to the hospital as it contains medical information, emergency contact information and a consent to medical treatment.
- The parent/guardian/emergency contact must be contacted as soon as possible after the injury.
- Complete a FAB Injury Report and file with FAB (see form for e-mail details). Appendix 3 of this policy.