

How to . . .

Use the YouthSafe Outdoors Online Resource

Username and Password. Only licensed school districts/authorities in BC may use this resource to support their school activities. All others, whether involved in a not-for-profit or a for-profit endeavor, must secure written permission from the author to use this resource.

Licensed school districts/school authorities in BC may:

- Use this resource in the development of policy, procedures and practices;
- Distribute the resource within the district/authority, through YouthSafe Outdoors website password protected logins, on staff-only limited parts of the licensee’s website and/or on school-level local intranets; and/or, through the provision of print copies or ordering of print copies from YSO.
- Provide the activity-specific page(s) of direct relevance to the services to be provided by a specific service provider to that provider for the sole purposes of clarifying expectations and contracting for the service.

1. Click **LOGIN** on the green menu bar or click on your internal Web site link if applicable.

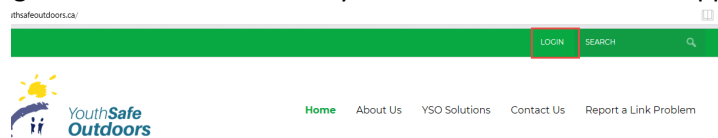


Figure 1. Login

2. Enter the assigned username and password in the text boxes provided.

Welcome back - login with your Username and Password.

Username:

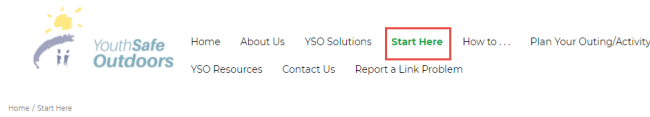
Password:

3. **Start Here.** Click on the **Start Here** menu option at the top of the Web page.


View the *YSO Introduction to Online Resources* PowerPoint presentation. View it *once* and use it as a reference in future planning.

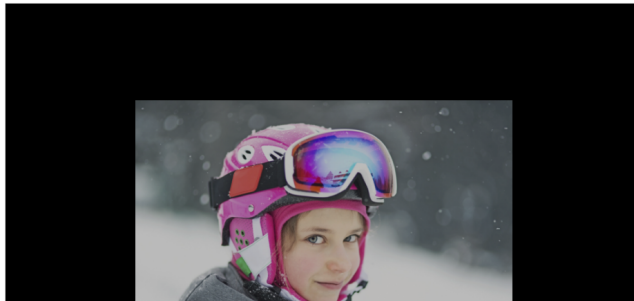
Review *Safety First! General Considerations for Off-site Activities*. These guidelines articulate common off-site risk-management practises and procedures used in BC Schools. They apply to all

schools, subjects, grades and curricula and are relevant to all off-site activities. View it *once* and use it as a reference in future planning.



Start Here

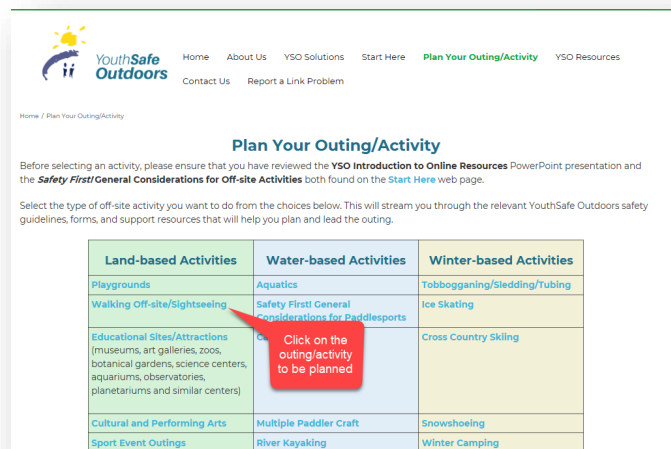
1. Review the **YSO Introduction to Online Resources** PowerPoint presentation below. View it once and use it as a reference in future planning. To toggle to a full screen, click on the Toggle Full Screen button  at the bottom of the presentation screen.
2. Review the **Safety First! General Considerations for Off-site Activities**. These guidelines articulate common off-site risk-management practices and procedures used in BC Schools. They apply to all schools, subjects, grades and curricula and are relevant to all off-site activities. Read it once and use it as a reference in future planning.



4. **Plan Your Outing/Activity.** To begin planning an outing/activity, click on the **Plan Your Outing/Activity** menu tab in the list of menu options.

The **Plan Your Outing/Activity** Web page opens and displays common outings/activities organized into three categories: Land-based Activities, Water-based Activities, and Winter-based Activities.

Click on the outing/activity that is being planned. There are more than 50 activities from which to choose and where it is required, many of them have safety guidelines for low risk and higher care contexts for outings/activities. Scrolling through the Web page will display the options.



In the following example, **Walking Off-site/Sightseeing** has been selected. When an outing/activity type is clicked, the outing/activity-specific Web page will open. If the outing/activity has both a low risk and higher care context such as **Walking Off-site/Sightseeing** does, the first page that opens displays criteria to help the teacher/leader determine whether the outing is more likely to be low risk or require higher care. If the outing/activity is going to be mostly low risk, but some higher care risks will be encountered, choose the higher care context.

After determining the level of care required, clicking the link for the appropriate level of care required will display the appropriate outing/activity-specific Web page.

The first part of the specific outing/activity Web page shows the outing name and the grade range for which this activity is generally suitable.

How to Use the Outing/Activity Web page.

- Review the *YSO Introduction to Online Resources* PowerPoint presentation. View *once* and use it as a reference in future planning.
- Review the *Safety First! General Considerations for Off-site Activities*. These guidelines articulate common off-site risk-management practises and procedures used in BC Schools. They apply to all schools, subjects, grades and curricula. Read it *once* and use it as a reference in future planning.
- Apply other YSO guidelines as relevant, e.g., *Safety First! Special Considerations*.
- Use other YSO support resources if/as desired, e.g., *Parent/Guardian Resource*.

Flow Chart. Each outing/activity Web page begins with a **flow chart** that is related specifically to the outing/activity. The Web page contains links to specific relevant YSO resources. These forms and resources are available in PDF or Word format and can be replaced by school district specific forms. School districts may provide access to their specific, required forms on their own Web sites. **NOTE:** Board policy and procedures take precedence over YSO resources; if the school district has a comparable form, it should be used.

On each flow chart page, there is a list of **Additional Resources and Information** specific to the outing or activity. These resources are available on each Outing Web page and may also be accessed by clicking on the *YSO Resources* menu tab in the list of menu options.



A description of each resource is included below.

Risk Management and Legal Liability Primer. This is basic, practical information about legal liability, risk assessment and risk management

Safety First! Special Considerations. These are guidelines that could apply to any, but not all off-site experiences such as: Use of alternative modes of transportation (to walking or school bus/multi-activity bus); Overnight supervision; Equity and inclusion; and Medical Screening and Conditions.

Universal Forms. These forms are YouthSafe Outdoors forms that may be used as is or modified for individual school board use. Many school boards have their own forms

already created and choose to provide a link to their own forms on their internal Web sites.

Parent/Guardian Resource. This resource will help teachers/leaders and/or others in the school district or authority answer common questions to help support the vital roles of parents/guardians with respect to school off-site experiences. It includes information regarding Rationale for Off-site Activities, Information; Tools and Sample Forms; Parent/Guardian Rights & Responsibilities; Informed Consent; and Volunteering on School Trips.

Safety First! Glossary. This resource is a list of terms relating to *Safety First!* Guidelines, with accompanying definitions.

Table. Following the flow chart is a Steps to Success table with a slightly elaborated explanation and the same links that are in the flow chart.

Word document that may be edited or reformatted as desired.

Steps to Success	YouthSafe Outdoors Resources That Can Help
Outline the activity	Who (what class or group) do you want to take where, when, to do what activity(ies), and why (goals, student learning outcomes and/or other rationale for the outing). You can jot this outline down or start completing a Proposal for Local Low Risk Off-site Activities <ul style="list-style-type: none"> Proposal for Local Low Risk Off-site Activities PDF WRD
Identify the known potential risks and related safety guidelines	Known potential risks of the activity and ways to manage these risks are provided in the Safety Guidelines below this table. Copy and paste these risks and guidelines into your proposal and/or planning file.
Identify the known environmental hazards of the activity context and ways of addressing them	See Hazards Management in the Adventure Leadership Resource for information and guidelines related to dealing with hazards in the environment. Copy and paste relevant content into your proposal and/or plan. <ul style="list-style-type: none"> Adventure Leadership Resource: Hazards Management PDF WRD
Address any other special considerations	Refer to Safety First! Special Considerations for guidance re: any relevant unique factors specific to the group, environment or activity. <ul style="list-style-type: none"> Safety First! Special Considerations
Identify personal and group equipment needed	See Gear Lists in the Adventure Leadership Resource for your gear list for the activity. <ul style="list-style-type: none"> Gear Lists PDF WRD

Safety Guidelines. This section contains **Known Potential Risks** and the **Common Risk Mitigation Strategies** related to the outing or activity to assist the teacher/leader in the administrative approval process; the parent/guardian informed consent process; and, for informing, preparing and leading the students in the outing(s).

Teachers/leaders will find the **Supervision** section helpful in determining the supervisor to student ratios for the type of outing or activity that is being planned.

Safety Guidelines

Day hiking refers to walking with light daypacks, without the expectation of camping out overnight. For the purposes of this document, the context is generally limited to half-day or shorter outings involving trail hiking (i.e., referring to the use of routes that should be obvious, relatively hazard-free, and with little or no route finding required under normal weather conditions, utilizing official and/or unofficial trails, hiker-set trails, old roads, cart tracks and/or cut lines).

Known Potential Risks

- Injuries related to motor vehicle incidents en route to and from activity area;
- Becoming lost or separated from the group or the group becoming split up;
- Suffering an injury while alone on a route/trail;
- Injuries related to slips, trips, and falls in the program area or en-route to/from it;
- Injuries related to colliding with another person or with a fixed object;
- Injury or delay related to equipment (e.g., poor fit, improper adjustment, malfunction, improper use);
- Foot, knee or other leg injuries (e.g., blisters, sprains, strains);
- Acute or overuse injuries/conditions;
- Injuries related to the physical demands of the activity and/or lack of activity skill;
- Weather changes creating adverse conditions;
- Hypothermia due to insufficient clothing;
- Loss of manual dexterity in hands during cold and wet weather;
- Hyperthermia (e.g., heat exhaustion, heat stroke) due to insufficient hydration, overdressing, and/or overexertion in a hot environment;
- Allergic reactions to natural substances (e.g., bee or wasp stings);
- Injuries related to interactions with animals and plants in the environment;
- Psychological injury due to anxiety or embarrassment (e.g., re: body size or shape, lack of fitness or skill);
- Illness related to poor hygiene or failure to adequately purify water; and
- Other risks normally associated with the activity and environment.

Common Risk Mitigation Strategies

Teacher/Leader Readiness

- The teacher/leader must be competent to organize the hiking activity; to demonstrate, instruct and supervise it, and to effect rescue and emergency procedures as necessary.
- The teacher/leader must be familiar with the area and/or route.
- Assistant teacher/leaders should have adequate knowledge, skill, fitness and related experience.

Supervision

Ensure students are appropriately supervised (considering age, maturity and context). In addition to the guidelines in the *General Considerations*, apply the following as appropriate:

- Use of a buddy system is recommended.
- Larger groups of students (based on context; e.g., student age, amount/speed of traffic, presence of public) should be kept between a lead (supervisor at front) and sweep (supervisor at rear).
- The lead and sweep should be in audible (and ideally, visual) range of each other.
- Split large groups into walking units with a supervisor/unit; each unit functioning as a group (e.g., subgroup members crossing intersections together).
- If the group gets too spread out, adjust the pace or urge dawdlers on.

The suggested minimum supervisor to student ratios for short off-site walks are:

Student Grade	Number of Supervisors to Students
K – 3	1:10 / 2:20
4 – 7	1:15 / 2:30
8 – 12	1:30

Where a 1:30 ratio is provided, the intent is to suggest that one supervisor can likely handle a full class of students if the route and destination are very low risk and the group is well-managed. It is accepted that, in some cases, this might mean a few more than 30 students; class sizes vary. Adjust supervision ratio if/as necessary due to the presence of any special considerations.

Proposals and Reports. Each of the documents and resources on the YouthSafe Outdoors Web site is available in a .pdf or Word format so that the teacher/leader may choose to *print* (for fill in), *scan* or *save electronically* any documents that are required to submit to parents or supervisors for approval and information.

5. **How to Use the YSO Full Resources Web page.**

This Web page contains all of the YouthSafe Outdoors Full Resources available to print in both .pdf and Word format.

The resources included here include:

Safety First! Guidelines. The document shares current, accepted common practices in BC schools identified through:

- Analysis of relevant policies, procedures and standard of care documents
- Surveys of and interviews with people in district offices and schools
- Review of relevant legal statutes, case law and

YSO Full Resources [Contact Us](#) [Report a Link Problem](#)

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Home / YSO Full Resources

YouthSafe Outdoors Full Resources

Resources	Full Versions	
Safety First! Guidelines for BC School Off-site Experiences	PDF	WRD
Forms File	PDF	WRD
Adventure Leadership	PDF	WRD
Self-Reliance Instruction Games Cards	PDF	WRD
Parent/Guardian	PDF	WRD

public inquiry reports

- National and provincial injury incident analyses
- Risk management, social science, education and recreation literature
- Reviews and inputs of over 600 educators and activity specialists.

Forms File. These forms are YouthSafe Outdoors forms that may be used as is or modified for individual school board use. Many school boards choose to provide a link to their own forms on their internal Web sites.

Adventure Leadership Resource. The purpose of this resource is to support the efforts of teachers and other leaders in planning and providing safe outdoor pursuit and remote environment experiences for participants and includes information regarding: Trip Planning Information & Tools; Gear Lists, Hazards Management; En Route Leadership; and Emergency Preparedness

Self-reliance Instruction Resource. This resource helps participants to learn to assess and manage the risks for lifelong, safe engagement in activities such as camping, hiking, paddling, skiing and others. This includes lessons episodes, games and activities for use with Middle to Senior Year classes or groups. It includes resources regarding: Briefings; Decision Making; Outdoor Hazard Types; Risk Taking Profile; Smart Risk Taking; Debriefings; Students Rights and Responsibilities; Simulations / What If? Game; and Survival.

Parent/Guardian Resource. This resource will help teachers/leaders and/or others in the school district or authority answer common questions to help support the vital roles of parents/guardians with respect to school off-site experiences. It includes information regarding Rationale for Off-site Activities, Information; Tools and Sample Forms; Parent/Guardian Rights & Responsibilities; Informed Consent; and Volunteering on School Trips.