

### OVERNIGHT USE OF DIVISION SITES

#### Background

The Division recognizes that Division Sites are occasionally requested to be used on an overnight basis. These requests are both internal and external to the Division. This Administrative Procedure is enacted in order to ensure that proper Protocols, Procedures and Communications are followed to ensure safety for the activity and the participants.

The Division supports the overnight use of Division Sites for appropriate activities by Division Schools and Departments as well as by organizations external to the Division.

#### Procedures:

1. Regarding internal overnight use of Division Sites, the Site Supervisor (or a Principal of a school) is responsible for ensuring that proper approval procedures are followed.
2. Requests for the overnight use of Division Sites that are external to the Division must be approved by the Superintendent or Designate.
3. The activity approval must be in compliance with the Joint Use Agreements that are in place.
4. Activities are subject to approval by the School Principal and the Secretary-Treasurer or Designate.
5. Activities considered for approval must meet:
  - 5.1 the standards of the Division's Mission, Vision and Values;
  - 5.2 the standards of Health and Safety;
  - 5.3 requirements of Division's Policies and Procedures;
  - 5.4 the health issues as per the Capital Health Region;
  - 5.5 the standards of the Safety Guidelines for Physical Activity for Alberta Schools; and
  - 5.6 any other standard to address the type of activity to be approved.
6. School activities should have an educational assessment and a risk assessment for consideration in the approval process and for parents of students to provide an informed consent.
7. The Activity Supervisor will ensure that appropriate supervision is planned.

8. Parents must provide an informed consent for the overnight activity.
9. Form 245 -1 is to be used as a Checklist and Activity Approval Form.
10. Completed Form 245 -1 and any accompanying documentation must be sent to the office of the Secretary Treasurer for approval. A confirmation will be sent to School Principal, Activity Supervisor and Operations Services.
11. Requests must be received by Secretary Treasurer 72 hours prior to start of event or the school will be charged a Processing Fee of \$50.00.

Reference: AP 161 Health and Safety for Students and Staff  
AP 163 Smoke Free Facilities  
AP 164 Use of Alcohol in Division Schools  
AP 507 Valuables in Schools  
AP 546 Community Use of School Facilities

Safety Guidelines for Physical Activity in Alberta Schools  
Safety Guidelines for Secondary Inter-School Athletics in Alberta