

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 communication are followed to ensure safety for the activity.

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 in compliance with the Joint Use Agreements in each ward.
4. Activities are subject to approval by the school principal and the secretary-treasurer.
5. Activities considered for approval must meet:
 - a. the standards of the division's mission, vision and values;
 - b. the standards of health and safety;
 - c. requirements of division policies and procedures;
 - d. the health issues as per the Capital Health Region;
 - e. the standards of the Safety Manual for Physical Activities for Alberta Schools; and
 - f. 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 F 245](#) is to be used as a checklist and activity approval form.

10. Completed [Form F 245](#) 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. 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: [Form F-245](#)