

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
<b>School Community Events</b>	<b>826</b>
Directional Policy	
<b>800 - Healthy Schools and Workplaces</b>	

### **Title of Administrative Procedure:**

School Community Events

### **Date Approved:**

April 8, 2025

### **Projected Review Date:**

2030

### **Directional Policy Alignment:**

This Administrative Procedure aligns with the purpose of the Healthy Schools and Workplaces Direction Policy - 800 by emphasizing the importance of health and well-being for students and staff. It clearly outlines risk considerations which will lead to fewer injuries for staff and students.

### **Alignment with Multi-Year Strategic Plan:**

The Administrative Procedure supports the Board's mission to educate students in a faith-filled, loving, safe, and inclusive environment. It aligns with the Strategic Pillar of "Being Well" and the priority of "Nurturing Mental Health and Well Being" by ensuring high-risk activities are not taking place at school events.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

## **Action Required:**

### **1.0 Background**

This administrative procedure applies to all schools and is intended for use by school administrators, staff, and community partners involved in organizing School Community Events. It is intended to provide a structured framework for planning, organizing, and executing School Community events that foster community engagement, support student achievement, and promote well-being.

### **2.0 Guidelines for School Community Events**

#### **2.1. Event Planning**

- 2.1.1. Establish clear objectives that align with the school's mission and strategic goals;
- 2.1.2. Develop a plan, including a budget, timeline, and task assignments;
- 2.1.3. Ensure the event is accessible and inclusive for all members of the school community.

#### **2.2. Health and Safety**

- 2.2.1. Ensure compliance with all relevant health and safety regulations;
- 2.2.2. Provide necessary training, certification and resources to staff and volunteers.
- 2.2.3. Consider that some items popular at school community events, e.g. fog machines, cotton candy and popcorn makers may interfere with life safety systems, e.g. fire alarms, smoke detectors.

#### **2.3. Communication**

- 2.3.1. Develop a communication plan to promote the event to the school community;
- 2.3.2. Utilize multiple channels, including newsletters, social media, and school website;
- 2.3.3. Ensure clear and timely communication with the school community.

## 2.4. Inclusivity and Equity

- 2.4.1. Ensure the event is inclusive and respectful of all cultures, backgrounds, and abilities, aligned with the Board's Equity and Inclusive Education Directional Policy and Administrative Procedure.
- 2.4.2. Provide accommodations per the Accessibility for Ontarians with Disabilities Act, as needed to ensure full participation.

## 2.5. Risk Management

- 2.5.1. Conduct a risk assessment to identify potential hazards and implement mitigation strategies;
- 2.5.2. Consult Appendix B - AP 305 to ensure planned activities are not on the "Activities Not Approved" list, including certain types of Inflatable Amusement Devices;
- 2.5.3. Service/rental contracts must not transfer all risk and liability to the Board. Any contract that includes an indemnity clause or attempts to bind the corporation must be submitted to the Superintendent of Business and Finance for review and signature prior to confirming rental booking with the vendor.
- 2.5.4. Amusement Devices (not specified on the "Activities Not Approved" list) are permitted under the following conditions:
  - Vendor must provide proof that their equipment is inspected annually by the Technical Safety Standards Association (TSSA);
  - Installation must be performed by the vendor;
  - Vendor provides proof of liability insurance of not less than \$2 million;
  - Vendor provides not less than two adult supervisors;
  - Equipment is only permitted on school property the day of the event;
  - For Inflatable Amusement Devices forecast winds are below 20 km/h (including gusts) or the maximum allowable wind specified by the manufacturer, whichever is lower.
- 2.5.5. Climbing Apparatus is excluded from TSSA certification and inspection under law. Some climbing walls and rope courses are considered acceptable activities. Written permission for climbing walls or rope courses is to be obtained from the school's Family of Schools Superintendent.

- All OPASSE/OPHEA guidelines must be followed.

## 2.6. Vendors/Community Partners/Booths

- 2.6.1. Vendors/Community Partners should be providing goods and services that are available to everyone;
  - Accessibility taken into consideration?
  - Allergies taken into consideration?
  - Feasible financially for school community?
- 2.6.2. Vendors/Community Partners shall be compatible with PVNCCDSB Code of Conduct and the moral tone of the school.

## 2.7. Catering/Food Trucks

- 2.7.1. Local municipal guidelines and permit process must be followed;
- 2.7.2. Vendors require insurance and proof of a valid health inspection;
- 2.7.3. Equipment is only permitted on school property the day of the event;
- 2.7.4. Catering/Food Truck offerings must comply with Administrative Procedure 813 - Nutrition.

## 2.8. Animals (Excluding Service Animals)

- 2.8.1. Wild animals are subject to specific legislation in Ontario. Wild animals are only permitted at schools under the direct supervision of trained personnel holding one of the following authorizations/certifications:
  - Licensed Veterinarian or Registered Veterinary Technician
  - An individual authorized by an Ontario Zoo accredited by Canada's Accredited Zoos and Aquariums (CAZA)
  - A "Wildlife Custodian" certified by the Minister of Natural Resources and Forestry (MNRF) with:
    - MNRF Authorization for Education and Outreach, and;
    - A Provincial Animal Welfare Services (PAWS) inspection noting no concerns in the preceding 12 months.

- 2.8.2. Domesticated animals are not recommended but may be allowed in the following circumstances:
  - Must have required vaccinations
  - Must be familiarized with crowds
  - Allergies must be taken into consideration
- 2.8.3. Riding of animals is not permitted;
- 2.8.4. Hand washing must be available.
- 2.8.5. Service Animals in schools are governed by Administrative Procedure AP 706. Nothing in section 2.8 is intended to limit or modify the procedures outlined in AP 706.

### **3.0 Responsibilities:**

#### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Healthy Schools and Workplaces Directional Policy
- Reviewing this Administrative Procedure as part of its regular review cycle.

#### **The Director of Education is responsible for:**

- Ensuring the implementation and compliance of this administrative procedure, including the designation of resources.

#### **Superintendents of Schools and System Portfolios are responsible for:**

- Ensuring Principals are aware and consistent with the application of this Administrative Procedure.

#### **The Superintendent of Business and Finance is responsible for:**

- Reviewing vendor contracts that bind the corporation.
- Liaising with the Ontario School Board Insurance Exchange (OSBIE) and other partners in risk management.

#### **Principals are responsible for:**

- Providing leadership, management, and support for the members of their school communities in their knowledge, understanding, and the implementation of the School Community Events Administrative Procedure.
- Taking reasonable steps to safeguard the well-being of students, staff and other members of the school community.

**Staff are responsible for:**

- Ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure.
- Reporting any injury to school administration.

**Progress Indicators:**

- Reduction in injuries/incidents at School Community Events.

**Definitions:**

- **AMUSEMENT DEVICE**  
A machine, contrivance, structure, vehicle or device, or component attached or to be attached thereto, used to entertain persons by moving them or causing them to be moved and includes the area peripheral thereto if such area is integral to the device.
- **DOMESTIC ANIMAL**  
An animal that belongs to a species that is not wild by nature. For further clarity, an animal of a species of vertebrates that has been domesticated by humans so as to live and breed in a tame condition and depend on humankind for survival.
- **INFLATABLE AMUSEMENT DEVICE**  
An amusement device which incorporates a structural and/or mechanical system and uses a high strength fabric that achieves its strength, shape and stability by pre-tensioning with internal air pressure.
- **SCHOOL COMMUNITY EVENT**  
Celebrations such as sporting events, fun fairs, bazaars, trunk or rummage sales, barbeques and other indoor and outdoor school events.
- **WILD ANIMAL**  
An animal that belongs to a species that is wild by nature, and includes game wildlife and specially protected wildlife.

**References:**

- [Accessibility for Ontarians with Disabilities Act](#)
- [Administrative Procedure 305 - Out of School Activities](#)
  - o [Appendix B - Activities Not Approved](#)
- [Administrative Procedure 701 - Equity and Inclusive Education](#)
- [Administrative Procedure 706 - Service Animals](#)

- [Administrative Procedure 813 - Nutrition](#)
- [Directional Policy 700 - Equity and Inclusive Education](#)
- [Directional Policy 800 - Healthy Schools and Workplaces](#)
- [Education Act](#)
- [Fish and Wildlife Conservation Act](#)
- [O. Reg. 221/01: Amusement Devices](#)
- [Provincial Animal Welfare Services Act \(PAWS Act\)](#)