

# Outdoor Education (Flat Water Kayaking)

## Kayak Training And Single Day Trips Which Travel Within 2 Hours From The Arrival Of Emergency Medical Assistance. (Pools, Base Camp Kayaking, Lake Water Kayaking)

### SECONDARY - INTRAMURAL 2024

- Consult [Disability-Centred Safety](#) if your groups of students include students with disabilities.
- Consult [Risk Management](#).
- The safety standards for this activity must be presented to the activity provider prior to the activity taking place. The activity provider must meet the minimum requirements listed in the safety standards. For more information on planning trips using outside providers, consult [Outside Activity Providers](#).
- These Outdoor Education (Flat Water Kayaking) safety standards as well as the safety standards of the Outside Activity Provider must be followed.
- Canoeing Moving Water and White Water Rafting above Class II, White Water Kayaking, as well as White Water or Surf SUP, are not appropriate activities at the secondary level. For Class I and Class II Rivers Consult:
  - [Outdoor Education \(Canoeing Moving Water\)](#)
  - [Outdoor Education \(Paddle Rafting\)](#)
- Consult [Outdoor Education \(General Procedures\)](#).
- Consult [Outdoor Education \(Kayak Tripping\)](#) for single day and multi day trips which travel more than 2 hours from the arrival of emergency medical assistance and multi day trips which travel within 2 hours from the arrival of emergency medical assistance.

- Consult [Outdoor Education \(Swimming - on Watercraft and Land-based Trips\)](#) if swimming is to take place in a non-designated swim area while tripping.
- Consult [Outdoor Education \(Swimming - Leisure\)](#) if leisure swimming is included as an associated activity that takes place at a Designated or Non-Designated Swim area (for example, at camps or municipal swim areas) when not on a watercraft or land-based trip
- Consult [Outdoor Education \(Swimming - Instructional\)](#) if the any associated activity (for example, a swim test) is to take place at a Designated Swim Area at a waterfront.
- Consult [Swimming](#) if any associated activity (for example, a swim test) is to take place in a pool.

## Equipment

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- Determine that all equipment is safe for use (for example, no sharp corners, cracks, or splinters). Students must be encouraged to report equipment problems to the Teacher.
- There must be one paddle per kayak, with some spare paddles taken along in case of broken or lost paddles.
- Paddles and kayaks must be checked for cracks, splinters and leaks.
- A repair kit must be available.
- A means of hydration (for example, direct access to potable water, water filter(s), water purifier(s), chemical purification treatment) must be available, accessible, and appropriate for the activity, location and duration of the trip.
- A set of maps for kayak trip location including marked access and potential evacuation locations must be available. A GPS unit may be used as an additional navigational tool but must not be used in place of print maps. An identical map set should also be available to the principal/designate and local emergency contact (for example, park official, area police station).
- The loading of a kayak with people and/or gear must not exceed the manufacturer's load capacity rating.

- Comply with the Minimum Safety Equipment Requirements as specified in the [Transport Canada Safe Boating Guide](#).
- Correctly fitting and Canadian-approved Personal Flotation Device (P.F.D.) or Lifejacket with whistle attached must be worn by all participants and properly secured at all times when:
  - near the water (for example, on a dock or at a shoreline where the depth of the water is deemed a risk);
  - in the water (for example, swimming); and
  - on the water (for example, kayaking).

Refer to the [First Aid](#) section for first aid equipment requirements.

## Clothing/Footwear/Jewellery

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- Students must be provided with a list of clothing and equipment prior to the activity.
- A process must be established to check student clothing and equipment prior to the trip.
- Determine that all necessary clothing and footwear are included prior to departing on the excursion.
- Clothing (in layers where appropriate) and footwear (that is, closed-toed shoes that provide traction when on land) appropriate for the activity, location and environmental conditions must be worn.
- Dry change of clothing kept in a watertight bag/container.
- Rain gear is encouraged.
- Articles (for example, jewelry and clothing) that could become tangled, caught or cause injury or restrict the student in the event of an emergency must not be worn.
- When long hair poses a safety risk it must be secured. Devices (for example, hair pins, elastics and barrettes) used to tie back long hair must not present a safety concern.
- Students must not participate when the length of fingernails poses a safety risk to themselves or others.

## Facilities

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- Only established kayak trip routes must be used.
- The kayak route and water conditions must be appropriate to age/skill level of students.
- The Trip Guide must be familiar with the route (for example, length of route, terrain).
- Check with local authorities for current information regarding route safety.
- Appropriate environmental and sanitary practices (for example, washroom routines) must be taught.
- Determine that all facilities are safe for use. Students must be encouraged to report facility problems to the Teacher.

## Environmental Considerations

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- When environmental conditions may pose a risk to student safety (for example, thunderstorms [lightning] or student(s) with asthma, triggered by air quality), Teachers must take into consideration their school board/school's protocols and procedures related to:
  - environmental conditions (consult [Weather](#)); and
  - insects (for example, mosquitoes and ticks [consult the school/school board's protocols and/or regional Public Health Department's website]).
- Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (for example, sun burn, heat stroke).
- At all times the school board's weather and insect procedures are the minimum standards. In situations where a higher standard of care is presented (for example, outside activity providers, facility/program coordinators), the higher standard of care must be followed.
- The Teacher and the Qualified Instructor/Trip Guide must:
  - be aware of and respond to changing weather and water conditions prior to and during training and the trip; and

- cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk (for example, wind, temperature, lightning storms, fog).
- If hazardous weather suddenly approaches, leave the water immediately.
- Daylight paddling only except under emergency situations.
- Navigation lights (for example, waterproof flashlight) are required if operating at night or in restricted visibility.

## Special Rules/Instructions

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- Be aware of students whose medical condition (for example, asthma, anaphylaxis, casts, previous concussion, orthopaedic device) may affect participation. Consult [Medical Conditions](#).
- Students must not participate in the activity until they receive information on concussion prevention specific to the activity, inherent risks of the activity (for example, outline possible risks and ways to minimize the risks), and procedures and rules for safe play. Students must receive instruction on the importance of reporting symptoms related to a suspected concussion.
- Refer to school board policies and procedures (i.e., transportation, excursion/field trip) for communication with parents/guardians, the location of an off-site activity, means of transportation, supervision ratios, and parent/guardian permission.
- Parents/guardians must be informed that all students will wear a correctly fitting and Canadian-approved PFD/lifejacket, with whistle attached, when near, in or on the water.
- Activities must be modified according to the age, ability level, language, and experience of students, number of participants, and the facility available.
- Previous training, fitness level, and the length of time and intensity of physical activity must be taken into consideration.
- Activities must be based on skills that are taught.
- Skills must be taught in proper progression.
- A proper warm-up and cool-down must be included.

- When a student displays hesitation (verbally or non-verbally) with participating, the Teacher must determine the reason(s) for doubt. If the Teacher believes that a potential hesitancy during the skill could put the student at risk, the student must be directed toward a more basic skill, or be permitted to select a role within the activity at their comfort level, including the choice to not participate.
- Prior to participation, the Teacher must reference and apply their school board's policy on equity and inclusion as it affects student participation and makes appropriate accommodations/modifications to provide a safe learning environment. Consult the Intent subsection within the [About section](#).
- Adequate liquid replacement (personal water bottles, water fountains) must be accessible for students before, during, and after physical activity to prevent dehydration.
- Students must be informed that the use of equipment and the gymnasium are prohibited without supervision. In addition to verbal communication, the doors must be locked or signs must be posted indicating that students are not allowed to use the gym unless appropriately supervised.
- A lead boat and sweep boat must be assigned. A signal system must be in place (for example, whistle calls) for communication between boats.
- A Principal/Designate in the school, and each Teacher (and Trip Guide [where appropriate]) on the excursion must have: a map of route and an excursion itinerary including an emergency action plan (for example, supervisory chain of command, emergency evacuation plan, emergency access points, local emergency contact phone numbers).
- The loading of a kayak with people and/or gear must not exceed the manufacturer's load capacity rating.

## Kayaking Skills

- Skills for the safe maneuvering of a kayak must be taught in proper progression.
- Kayak training, practice of skills, and demonstration of proficiency must occur in a pool, shallow water, or sheltered bay.
- Before setting out on a day trip, skill knowledge and demonstration of proficiency must occur either prior to the day of the trip or on the day of a trip, as follows:

- Select, properly fit and properly secure personal protective equipment (P.F.D)
- Lifting and carrying (and portaging where skill is required on the trip)
- Launching, landing and transporting
- Entering and exiting
- Wet exit (with or without skirt according to equipment used on day trip)
- Assisted re-entry skills (rescuer and rescuee, appropriate to equipment and conditions)
- Forward and reverse paddling
- Stopping
- Pivoting (forward reverse sweep strokes)
- Sideward displacement
- Bracing
- Preventing a capsize

## Supervision

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- All activities must be supervised.
- The type of supervision must be commensurate with the inherent risk of the activity. The level of risk is related to the number of participants, the skill level of the participants, the type of equipment used, and environmental conditions.
- On-Site Supervision is required during the safety and initial skill instruction.
- On-Site Supervision is required by the Teacher when a Qualified Instructor(s) is providing safety and initial skill instruction, and monitoring.
- In-the-Area Supervision is required when trained students are:
  - launching and removing kayaks from the water while being monitored by a Qualified Instructor(s); and

- portaging kayaks and equipment.
- In-the-Area Supervision is required when trained students are lifting and moving watercraft(s).
- On-Site Supervision is required for the duration of all other components of the activity.
- A Volunteer, under the direction of a Teacher, can monitor students during physical education activities. Refer to your school board's policy on Volunteers assisting with students' physical activities.
- Responsibilities must be clearly outlined for additional Teachers and Volunteers who are monitoring the activity.
- Where a Qualified Instructor is used and the Teacher is not directly with the Qualified Instructor, the Qualified Instructor must provide safety and initial skill instruction, and monitoring for the safe application of skills and student behaviour for the duration of the activity.

Refer to the [\*\*Swim Test\*\*](#) section for the swim test supervision ratios.

## Supervision/Monitoring Ratios

- One (1) Qualified Instructor and one (1) Water Safety Supervisor per 16 boats (max 16 students)

### Kayak Training

- There must be a minimum of two (2) adults supervising/monitoring the activity. If the Qualified Instructor is also the Water Safety Supervisor, a second individual with the knowledge and skills is required to assist the Qualified Instructor. This role could be fulfilled by a Teacher, a Volunteer or an Outside Provider, and must be approved by the school/school board.

### Kayak Single Day Trips

- When the activity involves paddling away from a sheltered bay or base camp, and/or involves a day trip, there must be a minimum of three (3) adults supervising/monitoring the activity. If the Qualified Instructor is also the Water Safety Supervisor, two (2) other individuals with the knowledge and skills are required to assist the Qualified Instructor. These roles could be fulfilled by a Teacher, a Volunteer or an Outside Provider, and must be approved by the school/school board.

## Qualifications



Refer to the [Swim Test](#) section for the swim test aquatic instructor qualification requirements.

## Instructor Qualifications

- For an Ontario Camping Association (OCA) member waterfront setting (for example, local pond or lake in a sheltered, confined spot), Qualified Instructors must have one (1) of the following certifications, or a certification of an equivalent or higher level:
  - ORCKA Camp Kayaking Instructor
  - Paddle Canada Waterfront Kayaking Instructor
- For all situations beyond the training of the Camp Kayaking Instructor, non-OCA member sites and for flatwater kayaking in a non-wilderness environment, there must be one Qualified Instructor with a minimum of one of the following current qualifications:
  - ORCKA
    - Flatwater Kayaking Instructor
    - Coastal Kayaking Level 2
    - Coastal Kayaking Instructor 1
    - Kayak Tripping Level 2
    - Kayak Tripping Instructor
  - Paddle Canada
    - Sea Kayak Level-2 Skills
    - Intermediate River Kayak Skills
    - Flatwater River Kayak Instructor
    - Basic Kayak Instructor

## Water Safety Supervisor

- At least one (1) Trip Guide, Assistant Trip Guide, Teacher or Monitor with one (1) of the following current certifications must fill the role of Water Safety Supervisor for the Trip Group:

- Bronze Cross
  - Wilderness Water Safety
  - Whitewater Rescue Technician
  - Swiftwater Rescue Technician
  - Equivalent to any of the certifications listed
- A student may not act as the Water Safety Supervisor if they are participating in the activity.

Refer to the [Swim Test](#) section for the swim test lifeguard qualification requirements.

## First Aid

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- A fully stocked first aid kit must be readily accessible. (Consult [Outdoor Education Sample Kit Contents](#))
- A working communication device (for example, satellite or cell phone, or satellite GPS messenger) suitable for the activities/locations must be available. This device must be maintained, waterproofed, protected and dedicated for emergency communications only. The phone number for the device, and phone numbers for emergency services and school contact people (for example, the principal) must be included with the phone.
- At least one individual must have a minimum of a current (three years from the date of issue) first aid certificate (minimum 15 hour course) including CPR C issued by one of the following agencies: St. John Ambulance; Canadian Red Cross; Lifesaving Society; Canadian Ski Patrol; or an organization whose certificate is deemed equivalent by the medical officer of health in the local health unit. This individual must be present for the duration of the activity.
- Follow the school's first aid emergency response (consult [First Aid Plan and First Aid Emergency Response](#)) and the school board's concussion protocol (consult [Concussions](#)).
- An emergency action plan and response to deal with evacuations and lock downs must be followed and communicated to students.

## Safety Craft

- If instruction is taking place in a pool, no safety craft is required.
- A safety craft is a designated craft that is rescue-capable, taking into consideration necessary factors (for example, distance from shore, weather, water and wind conditions), and contains at least one Qualified Instructor, Trip Guide or Monitor who meets the first aid certification.
- A safety craft must be in the water and accessible while students are kayaking. The safety craft need not be motorized. If the safety craft is a motorized craft then the operator of the motorized safety craft must have a Pleasure Craft Operator Card. The operator of the safety craft, whether craft is motorized or not, must have experience in navigating the craft.
- The safety craft can be the watercraft that the Qualified Instructor/Guide is operating.

## Swim Test

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### Swim Test for Watercraft

- Prior to the activity, students must successfully complete the following swim test in its entirety, without any stops, in sequence, with or without a personal flotation device (P.F.D.):
  - Rolling entry (backwards or forward) into deep water at 2.75m (9') minimum depth
  - Tread water for 1 minute
  - Swim 50m (164') continuously any stroke
- The test must be administered by a certified Aquatic Instructor or a certified Lifeguard (the test is based on the Lifesaving Society's Swim to Survive™ Standard).
- The swim test must be completed within the school year in which the activity is taking place.
- In lieu of completing the swim test, students may provide proof of Bronze Star certification or higher.
- Results of the swim test must be documented and communicated as per school board policy (for example, to the Student, Teacher, Principal, Parents/Guardians, Trip Guide(s), Lifeguards, Aquatic Instructor, and Outside Provider [if applicable]).

- All Teachers, Trip Guides, and Volunteers must be aware of the students who require a P.F.D./Lifejacket to complete the swim test.

## Clothing/Footwear/Jewellery for the Swim Test

- Appropriate swimwear must be worn.

## Aquatic Instructor Qualifications for the Swim Test for Watercraft

- An Aquatic Instructor must possess both an Aquatic Instructor certificate and a Lifeguard certificate that are dated not more than two years prior to the date on which they are required to instruct and lifeguard. If the Aquatic Instructor does not hold a Lifeguard certificate, a certified Lifeguard must also be on the dock/shore during the swim test.
- Aquatic Instructor Certificates for Waterfronts:
  - Lifesaving Society - Instructor Certificate
  - YMCA - Instructor Certificate
- Verified copies of certification must be available in the swimming area.

## Lifeguard Qualifications for the Swim Test for Watercraft

- A Lifeguard must be 18 years of age or older and possess a current (the date on the certificate must not be older than two years) Lifeguard certificate issued by one of the following organizations:
  - Lifesaving Society – National Lifeguard – Pool/Waterfront
  - Equivalent certificate approved by Minister of Health and Long Term Care
- A student may not act as a lifeguard if they are participating in the activity.
- Lifeguard certification is the only acceptable standard in a recreational camp waterfront scenario.
- Verified copies of certification must be available in the swimming area.

## Supervision Ratios for the Swim Test for Watercraft

- There must be a minimum of 2 certified Aquatic Instructors or Lifeguards at the waterfront or in the water.

- Supervision ratio is 2 certified Aquatic Instructors or Lifeguards per 1 to 25 students.
- For every additional 25 students, an additional certified Aquatic Instructor or Lifeguard is required.

## Definitions

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- **Assistant Trip Guide:**

- An individual who has the required certifications, knowledge, and skills to assist the Trip Guide during a trip. The Assistant Trip Guide may be responsible to lead and monitor a sub-group during parts of the trip. This role could be fulfilled by a teacher, volunteer, or an Outside Activity Provider and must be approved by the school/school board.

- **Flat Water Kayaking:**

- Kayaking on lake water or river where no rapids exist and eddies are very slight.

- **In-charge Person:**

- Some activities refer to an “In-Charge” person. While the teacher is in-charge and responsible for the overall safety and well-being of students under their care, sometimes there are other personnel who must be identified as “In-Charge” related to specific situations (for example, a pool lifeguard). In activities where an “In-Charge” person is designated, that person, in consultation with the teacher, must make final decisions regarding safety of the students

- **Instructional Time:**

- Time during which there is formal instruction and/or instructor led activities. Examples of instructional time are lessons, events, practice, and games.

- **Qualified Instructor:**

- An individual who provides safety and skill instruction, and monitoring for an activity, and possesses the required qualifications (e.g., experience, certifications). This role could be fulfilled by a teacher, volunteer, or an employee of an outside provider. An instructor does not have the authority to supervise.

- **Lifeguard, Assistant Lifeguard and Aquatic Instructor:**

- Refer to the Qualification section.

- **Lifejacket:**

- Canadian-approved lifejackets are designed to turn an unconscious or incapacitated person face-up in the water. Lifejackets are available with varying amounts of flotation and turning ability. Canadian approved Lifejackets are stamped or labelled indicating that they are approved by Transport Canada, the Canadian Coast Guard or the Department of Fisheries and Oceans.

- **Monitor:**

- An individual who assists the Teacher with a group of students, (e.g., Volunteer, Qualified Instructor) and has a responsibility to monitor student behaviors for the duration of the activity.

- **Monitoring:**

- The role of monitoring is to observe, identify, act, and report:
  - Observe: Observe with attention to detail the actions of the students.
  - Identify: Identify the student and the unsafe behaviour.
  - Act: Take appropriate actions to safeguard students and others (e.g., stop the activity).
  - Report: Provide the name of the student and the unsafe behaviour to the teacher for management and direction.

- **Outside Activity Provider:**

- A commercial company, volunteer organization, or individual, not associated with the school board, who possess the required qualifications to provide safety and initial skill instruction, and monitoring for the duration of an activity.

- **Personal Flotation Device (P.F.D.):**

- Canadian-approved P.F.D.'s are designed for use in recreational boating and are generally smaller, less bulky and more comfortable than lifejackets. They may have less flotation than

lifejackets and may have no or little self-turning ability (the ability to turn an unconscious or incapacitated person face-up in the water). Canadian approved P.F.D.'s are stamped or labelled indicating that they are approved by Transport Canada, the Canadian Coast Guard or the Department of Fisheries and Oceans.

- **Supervision:**

- The vigilant overseeing of an activity for management or direction. Activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.
- The Ontario Physical Activity Safety Standards in Education includes three Types of supervision, Direct Supervision, On-Site Supervision, and In-the-Area Supervision. These types of supervision take into consideration the level of risk, which is related to the number of participants, the skill level of the participants, the type of equipment used, the environmental conditions, the age, and developmental stage.
- The three types of supervision described are not hierarchical but represent the type of supervision that activities require and the type of supervision that is inherently possible.
- Some activities in OPASSE transition from one type of supervision to another type of supervision (e.g., Direct Supervision to On-Site Supervision OR On-Site Supervision to In-the-Area Supervision).

- **Teacher:**

- A person with a current certification from the Ontario College of Teachers and under contract by the school/school board (i.e., teacher, vice-principal, principal). This person is legally responsible for the students and has the authority and responsibility to supervise.

- **Trip Guide:**

- An individual who has the required certifications and/or knowledge/skills of the route and activity. This role could be fulfilled by a Teacher, a Volunteer, or an employee of an Outside Activity Provider and must be approved by the school/school board. Trip Guides have been instructed on their monitoring responsibilities.

- **Types of Supervision:**

- **Direct Supervision:**

- Direct Supervision requires that the Teacher is physically present at the activity, providing visual and verbal oversight for management and direction of both, the activity and student safety.

- **Provisos:**

- No other activity can occur when part of the activity or the entire activity is under Direct Supervision when there is only one Teacher supervising.
        - The Supervision section of the relevant activity safety standards page in the Ontario Physical Activity Safety Standards in Education describes when parts of an activity are under Direct Supervision.
        - Where a Qualified Instructor(s) is providing the safety and initial skill instruction and monitoring for one activity and requires the Teacher to be present at that activity for management and direction.

- An activity may be under Direct Supervision:

- During the entire duration of the activity;
        - During the set up and take down of equipment; .
        - During the safety and initial skill instruction;
        - During the performance/practice of the activity skill; and
        - When the activities transition from Direct Supervision to On-Site Supervision.

- **In-the-Area Supervision:**

- The Teacher is located in proximity to a combination of locations where the student activities take place, is circulating, and is accessible for providing management and direction of the physical activity and student safety.



- **Provisos:**

- The Teacher is circulating between the activities occurring at separate locations, and is readily accessible, or the location of the Teacher is communicated to the student.
- Where a Qualified Instructor(s) is providing the safety and skill and instruction and is monitoring at a combination of locations, the Teacher is located in proximity to where the student activities take place, is circulating between the activity locations, and is accessible for management and direction.
- Students may be out of sight for periods of time.

- **An activity or a component of the activity is under In-the-Area Supervision:**

- Where the same activity is located in separate locations (e.g., Fitness activities);
- Where two or more activities under In-the-Area Supervision occur in separate locations (e.g., Badminton, Table Tennis, Handball (Wall));
- Where the skill application of the activity takes place at a separate location from the teacher (e.g., Cross Country Running, Skiing (Alpine), Cycling, hiking on trails);
- When the activities occur in double or triple gymnasiums; and
- Where more than one Qualified Instructor is providing activities at a combination of locations.

- **On-Site Supervision:**

- The Teacher is present at one location where the student activity takes place (e.g., gymnasium, sports field, climbing wall at an Outside Activity Provider's facility, campsite) and is accessible for providing management and direction of the physical activity and student safety.

- **Provisos:**

- Where more than one activity occurs in one location, the Teacher is circulating between the activities and is accessible for management and direction.
- Momentary presence in adjoining rooms (e.g., equipment room, outdoor storage shed, boathouse, staff tent) is considered to be On-Site Supervision.
- Where a Qualified Instructor(s) is providing the safety and initial skill instruction and monitoring for an activity or a combination of activities at one location and the Teacher is present and is circulating and accessible for management and direction.

- **An activity may be under On-Site Supervision:**

- During the entire duration of the activity;
- During the safety and initial skill instruction;
- With activities using multiple stations while the Teacher is circulating;
- When combining two or more activities at one location while the Teacher is circulating; and
- When activities transition from On-Site Supervision to In-the-Area Supervision.

- **Volunteer:**

- A responsible adult (e.g., Educational Assistants, Retired Teachers, Co-op Students, Parents/Guardians, Teacher Candidates) approved by the Principal/Designate who is under the direction of a Teacher and has been instructed on their monitoring responsibilities. Refer to your school board's policy on volunteers assisting with student's physical activities.

- **Water Safety Supervisor:**

- Refer to the Qualifications section.