NOVA SCOTIA

Public Schools Branch: Information Item

COMMUNITY-BASED LEARNING RISK MANAGEMENT STRATEGIES

Community-Based Learning Risk Assessment Strategies (*Working with your Community)*

Risk assessments will be required whenever students participate in independent community-based learning activities (refer *Community-Based Learning: A Resource for Schools*) and they are not under the supervision or care of a family member or school board employee. The risk assessment process is intended to support all individuals involved in the activity ensuring that safe work procedures and practices are clear, understood and followed.

To support school staff in completing the Risk Assessment for Independent Student-Learning Activities, staff may wish to consider the following questions and strategies:

- Review the Community- Based Learning Policy to identify when an assessment may or may not be required
- Start early—have conversations at your school and in PLCs to identify possible activities or events that your students may be engaged in. Share information with parents at curriculum night or other early school events.
- Take a team approach; class sizes and number of students involved will vary from school to school. By involving guidance, home room teachers, and other school staff, you are raising the awareness around the learning opportunities for your students and a culture of safety in the community.
- Are multiple students visiting the same community host? "One" conversation with the community host will support the experience for that school year.
- Does your school have Co-op students placed with the community host? If so, connect with the Co-op teacher to determine if a pre-placement assessment has already been done.
- Are students ready for an independent community-based learning experience? Have they met the safety outcomes in Healthy Living 9?
- Connect with colleagues such as guidance counsellors and teachers at other schools to discuss what has worked well at their school.
- If the teacher has a degree of confidence with the placement site or is familiar with the employer, the teacher does not always need to visit the site for the risk assessment. Teachers can phone the site and get the information needed or the student or teacher can pass the risk assessment form along to the community host and have it returned and reviewed by the teacher for approval prior to the placement.

RISK ASSESSMENT REQUIREMENTS – WHAT AND WHEN?*

Student is with a Family Member	Student is with a School Board Employee	Independent Learning Activity
Permission slip School board transportation policy forms	Permission slip School board transportation policy forms School board field trip forms	Permission slip School board transportation policy forms **Risk Assessment form**

*Board policies and forms may vary; all forms related to transporting students or taking students on field trips are required.

Contact your Board Community-Based Learning Consultant for specific information.

For further information, contact

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