

**DEPARTMENT OF THE ARMY  
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IMEU-VIC-MWC

1 March 2006

**STANDING OPERATING PROCEDURES (SOP)**

**SUBJECT:** Schools of Knowledge, Inspiration, Exploration & Skills (SKIES) Operation Guidance

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997.
- b. AR 215-1, MWR Activities, 15 August 2005
- c. IMA-E Memorandum, Child-Supervision Guidance, latest update.

2. PURPOSE: This SOP establishes procedures and guidelines for implementing the CYS safety and participant accountability for SKIES *Unlimited*.

3. OBJECTIVE: To delineate the CYS role in providing the safest environment for SKIES *Unlimited* participants and faculty.

4. APPLICABILITY: This SOP applies to all personnel involved with USAG Vicenza SKIES *Unlimited* activities. The term personnel as used in this document encompasses all faculty and CYS SKIES *Unlimited* staff.

5. RESPONSIBILITIES:

a. CYS Instructional Program Specialist (IPS):

(1) Ensures personnel adhere to the SKIES *Unlimited* Safety and Participant Accountability Policy.

(2) Initiates programs and actions and delegates the responsibility to ensure adherence to Army CYS safety policies as well as other applicable regulations.

(3) Ensures instructors adhere to safety and participant accountability procedures.

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(4) Coordinates with Garrison Safety Officer to provide safety training to the SKIES*Unlimited* staff.

(5) Conducts risk assessment of all SKIES*Unlimited* activities and trips and conducts job hazard analysis for each employee.

(6) Coordinates with the Garrison safety office to perform safety inspections of facilities/classroom and equipment to ensure compliance with applicable safety requirements.

(7) Performs and oversees routine SKIES*Unlimited* facility inspections using safety checklists to identify any unsafe or unhealthy conditions and reports those findings to the Garrison Safety Office. All safety related work orders will be sent to the Garrison Safety Office to have a Risk Assessment Code (RAC) assigned to the work order.

(8) Reviews, signs, and submits copies of accident reports involving SKIES activities to the CYS Coordinator and the Garrison Safety Officer.

(9) Conducts SKIES*Unlimited* orientation briefings in coordination with the Training and Curriculum/Program Specialists (TACS/TAPS) for all new instructors on applicable safety regulations and operating procedures.

(10) Ensures that this SOP is read and acknowledged by any new instructor.

(11) Ensures all SKIES*Unlimited* personnel are familiar with the Emergency Evacuation SOP to include: location of all fire alarm boxes (pull stations), extinguishers, fire escape routes, assembly points, and accountability procedures.

(12) Ensures emergency telephone numbers are provided to each faculty member to include at a minimum the ambulance service, Military Police (MPs), and Fire Department.

(13) Provides all SKIES*Unlimited* faculty members with a copy of each participant's emergency contact information, to include pertinent Special Needs Resource Team (SNRT) recommendations.

(14) Ensures copies of required material safety data sheets (MSDS) are maintained and readily accessible as needed.

### b. CYS Training Specialist:

(1) Ensures each faculty/staff member receives orientation prior to contract award or

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employment which will enable him/her to perform his/her duty in a safe manner.

(2) Training will include but not be limited to:

- (a) General safety policy and pertinent provisions of AR 608-10.
- (b) Child abuse prevention, identification and response.
- (c) Touch policy.
- (d) Guidance and discipline policies.
- (e) Emergency evacuation procedures.
- (f) Facility responsibilities.
- (g) Ages/stages overview.
- (h) Child release policy.
- (i) Knowledge of any pertinent CYS and SKIES*Unlimited* SOPs and Policies.
- (j) CYS SKIES*Unlimited* orientation
- (k) Proper handling of hazardous, flammable and/or caustic materials, when applicable.

6. PROCEDURES IN CASE OF ACCIDENT, INJURY OR EMERGENCY:

- a. IPS will ensure First Aid Kit is available at all SKIES*Unlimited* locations.
- b. Personnel will:
  - (1) Call for ambulance or medical assistance when needed, using the local emergency number.
  - (2) Provide proper care for a participant after accident or injury using procedures learned and outlined in CPR and Standard First-Aid training.
  - (3) Inform the IPS and participant's parent/guardian immediately.

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(4) Objectively complete an Incident/Accident Report immediately following the occurrence.

**7. REPORTING WORK-RELATED INJURIES:**

a. SKIES*Unlimited* personnel should report all on-the-job injuries to the IPS at the earliest possible time. They need to clearly state whether the injury is a result of performing job duties. The IPS is responsible for notifying:

- (1) The Garrison Safety Officer.
- (2) The Chain of Command.
- (3) The Civilian Personnel Office, if applicable.

b. Government employees with work-related injuries should first be evaluated by staff at a local hospital or Occupational Health Services (OHS).

**8. PARTICIPANT ACCOUNTABILITY:**

a. IPS will provide a handbook/brochure/handout informing parent/guardian/guardians of SKIES*Unlimited* participant accountability procedures which will include the specific guidelines outlined in this OG.

b. The IPS is responsible for informing parent/guardian that it is their responsibility to ensure the participant is safely transported to and from the SKIES*Unlimited* activity. In cases where SKIES*Unlimited* provides group transportation to and from an instructional site, two adults (driver plus one) will accompany the group (not to exceed 15).

c. The IPS will advise parent/guardian that their child/youth may be excluded from SKIES*Unlimited* activities if a faculty member is required to supervise their children beyond 10 minutes of class onset or conclusion. (See IMA-E Child Supervision Policy for applicable ages/grades.)

d. The IPS will inform parents that instructors have the authority to remove a continually disruptive participant from the class. The instructor has the final decision in permitting a participant to rejoin the activity.

e. The IPS will advise parent/guardian of the SKIES*Unlimited* Cancellation Policy and the Instructor/Staff Liability SOPs. Samples of these SOPs are contained in the SKIES*Unlimited* Library of Essential Tools.

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f. The IPS will provide the faculty member with a working cell phone when class is held in a facility with no telephonic communication, during group transport, and during field trips. The IPS will also provide instructors with emergency phone numbers.

g. The IPS will provide an accurate class roster. IPS will coordinate with Central Enrollment Registry (CER) on a regular basis to ensure class rosters are accurate.

h. The IPS will inform all faculty members of their responsibility to be aware of and question the presence of visitors within their respective instructional areas. If visitor is unauthorized, instructor should request he/she leave the instructional area. If visitor does not comply, the IPS must be notified. *SKIESUnlimited* classes are not open to public view except by invitation

i. Instructor is responsible for taking roll call at the beginning of each session using current roster. All documented class rosters will be submitted to the IPS monthly and kept on file. Accurate class rosters are taken on field trips and head counts are performed at both departure and arrival times, as well as periodically through out the field trip.

j. *SKIESUnlimited* classes follow professionally accepted practices with consideration given to ages and skill levels of participants and type of instruction being provided. CYS proscribed ratios will not be exceeded. Certain classes may require the participant be accompanied by a responsible party who will be available throughout the session to assist participant who cannot take care of own needs (e.g., toileting for young children, special needs requirements, etc.).

k. Should a participant ever be unaccounted for during a *SKIESUnlimited* session, personnel will report the situation immediately to the IPS. Failure to report a missing participant or maintain vigilant supervision is in violation of Army Regulation 608-10 (5-17c) and could result in termination of contract. This regulation states: "Visual supervision of all children must be maintained at all times. No child will be left unattended at any time indoors and outdoors, asleep or awake."

9. *SKIESUnlimited* strives to meet the needs of the community in every way possible. *SKIESUnlimited* activities are designed to be instructional and developmental and are not intended to be related in any way to hourly care. Both understanding and adherence to the established procedures is vital to the operation of *SKIESUnlimited*.



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