



# Experiential Education Supplement

## DEFINITION

The Experiential Education Supplement applies when an organization conducts experiential activities such as hiking, ropes courses, or horseback riding as part of any COA accredited service other than Wilderness and Adventure-Based Therapeutic Outdoor Services. Activities are designed to support the achievement of treatment or service objectives through direct experience and focused reflection. Please see the [EES Activities Table - Private, Public, Canadian](#) for examples of relevant activities.

**Note:** *Supplemental, experiential activities that are accredited by the Association for Experiential Education (AEE) or American Camp Association (ACA) are exempt from this section.*

**Note:** *Please see [CA-EES Reference List](#) for a list of resources that informed the development of these standards.*

## Table of Evidence

### Self-Study Evidence

- Provide an overview of each experiential activity being accredited under this section. The overview should include:
  - a. a brief description of the activity;
  - b. the number of participants in each activity unit or group;
  - c. adult-participant ratios for each unit or group;
  - d. the age span of participants for each unit or group;
  - e. a list of activity sites including a description of the setting; and
  - f. the organization's licensed capacity for each unit or group.
- A list of experiential activities personnel that includes:
  - a. name;
  - b. title;
  - c. job requirements; and
  - d. degree held and/or other credentials, certifications, or training that demonstrate staff competency
- Provide any other information your organization would like the peer review team to know about these activities.

### On-Site Evidence

No On-Site Evidence

### On-Site Activities

No On-Site Activities

### Purpose

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



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## CA-EES 1: Screening

The organization evaluates the ability of children and youth to participate in recreational or athletic activities and obtains written, signed permission slips from parents or legal guardians.

**Interpretation:** *If children and youth participate in strenuous athletic activities, or if their parents or legal guardians are not reachable, it may also be appropriate to obtain a signed document from a qualified medical professional stating that the participant is physically capable of participating.*

### Rating Indicators

**1)** All elements or requirements outlined in the standard are evident in practice, as indicated by full implementation of the practices outlined in the Practice standards.

**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- Referrals procedures need strengthening; or
- For the most part, established timeframes are met;
- Active client participation occurs to a considerable extent.
- In a few rare instances urgent needs were not prioritized.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Urgent needs are often not prioritized, or
- Services are frequently not initiated in a timely manner; or
- Applicants are not receiving referrals, as appropriate; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- Screening and intake done by referral source and no documentation and/or summary of required information present in case record; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



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4) Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

- There are no written procedures, or procedures are clearly inadequate or not being used; or
- Documentation is routinely incomplete and/or missing; or
- Two or more Fundamental Practice Standards received a rating of 3 or 4.

### Table of Evidence

#### **Self-Study Evidence**

- Procedures for obtaining clearance for persons served to participate in the described activities

#### **On-Site Evidence**

- A blank consent form

#### **On-Site Activities**

- Review case records

### **Purpose**

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## CA-EES 2: Activity Requirements

Activities are designed to meet individual needs, build on strengths, develop skills, and promote learning through experience.

### Rating Indicators

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**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- For the most part, established timeframes are met; or
- Proper documentation is the norm and any issues with individual staff members are being addressed through performance evaluations (CA-HR 6.02) and training (CA-TS 2.03); or
- Active client participation occurs to a considerable extent.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Timeframes are often missed; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

- No written procedures, or procedures are clearly inadequate or not being used; or
- Documentation is routinely incomplete and/or missing; or
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## **Table of Evidence**

### **Self-Study Evidence**

- Include description of program activities

### **On-Site Evidence**

- Criteria for graduating activities to the skills and capabilities of participants
- Procedures for pacing group activities
- Material or procedures that address teaching skills progressively

### **On-Site Activities**

- Interview:
  - a. Program director
  - b. Relevant personnel
  - c. Individuals or families served
- Review case records

### **CA-EES 2.01**

The organization plans, adjusts, and graduates experiences to the level of difficulty appropriate for the skill levels and capacities of participants.

### **CA-EES 2.02**

Techniques and skills needed for an activity are taught progressively, and less skilled participants are appropriately supported and supervised.

### **(FP) CA-EES 2.03**

The pace of group activities is based on the capacities of the least able or fit member of the group to prevent accidents or illness.

### **CA-EES 2.04**

The organization does not:

- a. coerce or otherwise force a participant to engage in a specific activity against his or her will; or

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b. deliberately remove reasonable options or alternatives to participation.

**Interpretation:** *The standard is not to be construed as unreasonably requiring an organization to go through a pro forma verbal agreement for each sub-activity. However, when a participant raises a strong objection, the organization must take it seriously, examine all implications, such as illness or skill level, and offer encouragement to participate, when needed. Organizations will clearly specify in their informed consent procedures whether (1) the program has a "challenge by choice" philosophy; (2) whether participants will be required to complete all or most elements of the experience; or (3) if alternative activities can be used to accomplish the same goals. The person granting informed consent will understand in advance this feature of the program.*

### **(FP) CA-EES 2.05**

Participants may be discharged from a specific activity if:

- a. their behaviour or other problems make continuation unsafe or ineffective; or
- b. evacuation from remote locations is deemed necessary for health or mental health reasons.

**Interpretation:** *Element b will not apply when activities are not conducted in remote locations.*

### **CA-EES 2.06**

Participants learn from and integrate their experiences through formal and informal discussions with staff.

**Note:** *Discussions focused on evaluating individual client needs are recorded in the case record. Discussions regarding group dynamics and environmental concerns are recorded in a guide or therapist log.*

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## CA-EES 3: Safety and Risk Management

The organization ensures safe practice through advanced planning, safety procedures, and personnel and participant training.

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**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- For the most part, established timeframes are met; or
- Proper documentation is the norm and any issues with individual staff members are being addressed through performance evaluations (CA-HR 6.02) and training (CA-TS 2.03); or
- Active client participation occurs to a considerable extent.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Timeframes are often missed; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

- No written procedures, or procedures are clearly inadequate or not being used; or
- Documentation is routinely incomplete and/or missing; or
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## **Table of Evidence**

### **Self-Study Evidence**

- Safety procedures that address standards in this section

### **On-Site Evidence**

- Three trip or activity plans
- Procedures for maintaining medication and emergency and first aid supplies
- Procedures for vehicle use
- Contracts for any outside transportation providers
- The table of contents for safety training curricula

### **On-Site Activities**

- Interview:
  - a. Program director
  - b. Relevant personnel

### **(FP) CA-EES 3.01**

Safety procedures include:

- a. use of a written safety manual or safety plan for each type of activity offered;
- b. completion of a safety or risk-management plan before each activity that contains safety preparations and other emergency planning information;
- c. providing activity leaders with funds or other means for obtaining emergency resources during trips or programs held outside the organization's immediate vicinity;
- d. filing reports for accidents or incidents in which personnel or participants were injured or at risk;
- e. a mechanism for making participants' relevant health and medical information available to staff conducting activities including procedures for bringing such information into the field when applicable; and
- f. notifying the program director or designee if emergency procedures are invoked or an unanticipated problem or incident occurs.

**Related:** CA-RPM 2.02, CA-ASE 7

**Interpretation:** *Element c will not apply when activities are conducted at the program site.*

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### **(FP) CA-EES 3.02**

When conducting trips or outdoor activities in remote areas, the organization:

- a. develops written evacuation and search and rescue procedures;
- b. trains staff on protocols for conducting medical evacuation; and
- c. provides appropriate equipment for emergency communication links from field personnel to outside medical and other resources.

**NA** *The organization does not conduct trips or activities in remote areas.*

### **(FP) CA-EES 3.03**

When conducting offsite activities, the trip or activity plan specifies:

- a. an itinerary maintained at the headquarters;
- b. weather conditions under which evacuation may be warranted;
- c. detailed information regarding contact with the program director, or a designee, and parks staff when appropriate;
- d. means of contacting rescue resources, medical facilities, and law enforcement; and
- e. any public or private entity notified of the itinerary.

**NA** *The organization does not conduct trips or activities away from the program site.*

### **(FP) CA-EES 3.04**

Safety training related to missing persons addresses:

- a. search and rescue procedures;
- b. public safety agency involvement, when necessary; and
- c. notification of all relevant personnel.

### **(FP) CA-EES 3.05**

The organization trains all participants in planned trips or activities about the prevention of relevant risks that may include:

- a. sunstroke, sunburn, hyperthermia, dehydration, frostbite, and snow blindness as appropriate to the type of activity and weather conditions;
- b. dangerous plants, animals, situations, and other hazards that may be

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- associated with particular activities or locations; and
- c. allergic and anaphylactic reactions.

**Interpretation:** *Participants only need to be trained on the prevention of risks associated with the type of trip or activities being conducted. For example, training on frostbite, snow blindness, or sunburn would not be needed for experiential activities conducted indoors.*

### **(FP) CA-EES 3.06**

First aid, emergency response kits and supplies, and medications needed by participants are available and under the control of the activity leader or other responsible personnel at all times.

**Related:** CA-RPM 3, CA-ASE 7.02

### **(FP) CA-EES 3.07**

An organization that provides transportation in agency-owned vehicles, or in vehicles owned by personnel or contractors, requires:

- a. access to emergency roadside repair tools, spare tires and parts, and other equipment required by law;
- b. pre-trip vehicle checks; and
- c. advance planning for appropriate breaks and rest stops, with a full day of rest scheduled following four consecutive days of vehicular travel.

**NA** *The organization does not provide transportation directly or by contract.*

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## CA-EES 4: Physical Environment

Activities are conducted according to legal requirements for land or facility use and with respect for the physical environment.

### Rating Indicators

**1)** All elements or requirements outlined in the standard are evident in practice, as indicated by full implementation of the practices outlined in the Practice standards.

**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- For the most part, established timeframes are met; or
- Proper documentation is the norm and any issues with individual staff members are being addressed through performance evaluations (CA-HR 6.02) and training (CA-TS 2.03); or
- Active client participation occurs to a considerable extent.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Timeframes are often missed; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

- No written procedures, or procedures are clearly inadequate or not being used; or
- Documentation is routinely incomplete and/or missing; or
- Two or more Fundamental Practice Standards received a rating of 3 or 4.

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## **Table of Evidence**

### **Self-Study Evidence**

- Include description of program components such as shelter, food, water, and clothing
- Environmental protection procedures
- Personal hygiene procedures

### **On-Site Evidence**

No On-Site Evidence

### **On-Site Activities**

- Interview:
  - a. Program director
  - b. Relevant personnel
  - c. Individuals or families served

### **CA-EES 4.01**

As applicable, and as required by law or regulation, the organization obtains land-use permits and other required permission to use or gain access to an area.

*NA The organization does not conduct trips or activities away from the program site.*

### **CA-EES 4.02**

Outdoor activities are conducted in a manner that is respectful of the environment and minimizes harmful effects.

**Interpretation:** *"Leave No Trace" ethics will be practiced whenever feasible.*

### **(FP) CA-EES 4.03**

The organization provides for the personal hygiene of participants and personnel in a manner that ensures privacy, protects the environment, and limits the spread of infection.

**Interpretation:** *Personal hygiene includes bathing, oral health, toileting, and feminine hygiene.*

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**Interpretation:** *Infection control procedures should address issues related to wilderness living including safe drinking water, toileting, food, and response to illnesses.*

**NA** *The organization does not conduct trips or activities away from program facilities.*

### **(FP) CA-EES 4.04**

The organization provides:

- a. adequate shelter from the elements;
- b. safe and healthful food and water; and
- c. clothing and equipment appropriate for the activities and environment.

### **Purpose**

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### CA-EES 5: Equipment Safety

The organization ensures that all equipment is appropriate and properly maintained.

**Related:** CA-ASE 5

#### Rating Indicators

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**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- For the most part, established timeframes are met; or
- Proper documentation is the norm and any issues with individual staff members are being addressed through performance evaluations (CA-HR 6.02) and training (CA-TS 2.03); or
- Active client participation occurs to a considerable extent.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Timeframes are often missed; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

- No written procedures, or procedures are clearly inadequate or not being used; or
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- Two or more Fundamental Practice Standards received a rating of 3 or 4.

### **Table of Evidence**

#### **Self-Study Evidence**

- Procedures for maintaining equipment

#### **On-Site Evidence**

No On-Site Evidence

#### **On-Site Activities**

- Interview:
  - a. Relevant personnel
- Observe equipment
- Review equipment maintenance records

#### **(FP) CA-EES 5.01**

All sports and outdoor equipment, including equipment that belongs to participants or personnel, meets national safety standards.

#### **(FP) CA-EES 5.02**

Equipment maintenance procedures include:

- a. pre- and post-activity equipment inspections, routine servicing, preventive maintenance, and repair;
- b. rehabilitation or removal of substandard equipment; and
- c. documentation of inspections and maintenance.

#### **(FP) CA-EES 5.03**

Staff are familiar with, or trained on, the use of materials and equipment employed in the field.

**Interpretation:** *Field testing of materials or equipment that are new on the market and being used to provide feedback to the manufacturer is prohibited while conducting service activities.*

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



# Experiential Education Supplement

## CA-EES 6: Activity Technical and Safety Requirements

The organization considers safety and technical requirements, competence of leaders, and the abilities of participants when engaging in potentially demanding activities.

### Rating Indicators

**1)** All elements or requirements outlined in the standard are evident in practice, as indicated by full implementation of the practices outlined in the Practice standards.

**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- For the most part, established timeframes are met; or
- Proper documentation is the norm and any issues with individual staff members are being addressed through performance evaluations (CA-HR 6.02) and training (CA-TS 2.03); or
- Active client participation occurs to a considerable extent.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Timeframes are often missed; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

- No written procedures, or procedures are clearly inadequate or not being used; or
- Documentation is routinely incomplete and/or missing; or
- Two or more Fundamental Practice Standards received a rating of 3 or

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Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.





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4.

### Table of Evidence

#### **Self-Study Evidence**

- Procedures for activity preparation, including group safety and skill level requirements
- Guidelines regarding use of protective gear and equipment
- Safety and training plans for each of the high-risk activities conducted by the organization

#### **On-Site Evidence**

- Credentials of experts
- Guidelines for safely building and extinguishing fires
- Inspection and safety reports
- Applicable certificates of accreditation, licensure, or certification by a nationally recognized authority in the high-risk activities being conducted

#### **On-Site Activities**

- Interview:
  - a. Program director
  - b. Relevant personnel
  - c. Individuals and families served
- Review personnel files

### (FP) CA-EES 6.01

Before initiation of an activity, the organization:

- a. orients personnel to the terrain, sites, or waterways that will be used;
- b. verifies that personnel have direct experience with, and up-to-date information about, the conditions that may be encountered; and
- c. provides participants with complete information about geographic boundaries for the activity, rendezvous times and places, and emergency procedures.

**NA** *The organization does not conduct activities in the field away from the program site.*

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



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### **(FP) CA-EES 6.02**

The organization evaluates potentially demanding activities for level of difficulty and undertakes only those within the competence of the leaders and the abilities of participants.

### **(FP) CA-EES 6.03**

When the activity involves travel or movement, participants receive instruction in pacing, fluid intake, clothing and footwear, equipment, and possible hazards.

**Interpretation:** *Activities addressed in this standard may include hiking, running, climbing, canoeing, bicycle touring, or similar pursuits.*

**NA** *The organization does not conduct activities that involve travel or movement.*

### **(FP) CA-EES 6.04**

Participants and personnel use protective gear and equipment when appropriate, including:

- a. personal flotation devices approved by Transport Canada for water activities;
- b. location devices and reflectors for dusk and night activities;
- c. helmets for biking, climbing, caving, or other appropriate activities; and
- d. other protective gear and equipment, as appropriate to the activity to be undertaken.

### **(FP) CA-EES 6.05**

The organization maintains clear guidelines and trains personnel and participants, as appropriate, on safely building and extinguishing fires.

**NA** *The organization does not conduct activities that involve building and extinguishing fires.*

### **(FP) CA-EES 6.06**

Ropes courses, alpine or climbing towers, and artificial wall climbing activities meet the following requirements:

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Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



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- a. the facilities and equipment used have been constructed by recognized experts in the field;
- b. personnel have been trained by recognized experts in the field and have a working knowledge of ropes course and climbing equipment elements, technology, construction, usage, and inspection; and
- c. appropriate inspection and safety procedures have been fully implemented.

**Interpretation:** *COA does not approve, certify, or accredit ropes courses, alpine or climbing towers, or artificial wall climbing programs. The organization must seek independent review by recognized experts for that purpose.*

**NA** *The organization does not operate the specified activities or program components.*

### **(FP) CA-EES 6.07**

The organization uses certified instructors and complies with applicable national, provincial, or local safety standards for the following high-risk activities:

- a. white water rafting, kayaking, or canoeing;
- b. snow and ice climbing or glacier travel;
- c. mountaineering, bouldering, and rock climbing;
- d. top rope climbing and rappelling;
- e. caving;
- f. river crossing;
- g. solo expeditions;
- h. activities involving flying, hang gliding, gliding, and parachuting; and
- i. other high-risk activities.

**Interpretation:** *Organizations that offer any of the activities listed above must provide proof of accreditation, licensure, or certification with a nationally recognized authority for the activity being conducted to achieve COA accreditation.*

**NA** *The organization does not conduct any of the high-risk activities listed in the standard.*

### **Purpose**

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## CA-EES 7: Supervision

Participants are supervised, and group size is adjusted to promote safety and limit liability and risk.

### Rating Indicators

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**2)** Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- Minor inconsistencies and not yet fully developed practices are noted, however, these do not significantly impact service quality; or
- Procedures need strengthening; or
- With few exceptions procedures are understood by staff and are being used; or
- For the most part, established timeframes are met; or
- Proper documentation is the norm and any issues with individual staff members are being addressed through performance evaluations (CA-HR 6.02) and training (CA-TS 2.03); or
- Active client participation occurs to a considerable extent.

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Service quality or program functioning may be compromised; e.g.,

- Procedures and/or case record documentation need significant strengthening; or
- Procedures are not well-understood or used appropriately; or
- Timeframes are often missed; or
- A number of client records are missing important information or
- Client participation is inconsistent; or
- One of the Fundamental Practice Standards received a rating of 3 or 4.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

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## **Table of Evidence**

### **Self-Study Evidence**

- Procedures for establishing and adjusting personnel/participant ratios
- Procedures regarding staff assignment for activities
- Procedures that address solo activities

### **On-Site Evidence**

- Coverage schedules for a recent three-month period

### **On-Site Activities**

- Interview:
  - a. Program director
  - b. Relevant personnel
  - c. Individuals and families served
- Review case records
- Review logs

### **(FP) CA-EES 7.01**

Group size is adjusted according to:

- a. the nature of the activity;
- b. the age and abilities of participants; and
- c. applicable legal requirements.

### **(FP) CA-EES 7.02**

Group activities are supervised by:

- a. at least two group leaders or instructors; and
- b. additional staff when known risks are present.

### **(FP) CA-EES 7.03**

Personnel-participant ratios are adjusted according to:

- the level of the activity's difficulty, risk, and distance from the organization's central location;
- the skill and experience of personnel; and
- the age, developmental level, and needs of the group.

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### **(FP) CA-EES 7.04**

For solo activities, a group leader or instructor:

- a. is responsible for the safety of that person or group;
- b. maintains sight or sound contact 24 hours a day, or has a plan for making contact in the event of urgent or emergent situations; and
- c. adjusts the degree of supervision to the participant's ability, the terrain, and environmental conditions.

**NA** *The organization does not conduct solo activities.*

### **(FP) CA-EES 7.05**

At least one person assigned to an activity or group:

- a. is certified by an organization with recognized expertise in the activity area when such certification is available; or
- b. has documented and verified training and actual experience, and can demonstrate competence in conducting the particular activity.

### **(FP) CA-EES 7.06**

A coverage and supervision plan is developed for groups physically distant from the organization's central location and:

- a. indicates the reporting relationships and delegation of authority; and
- b. gives decision-making authority to a person qualified by a combination of education, field experience, technical and safety expertise, and maturity.

**Interpretation:** *"Physically distant" can mean off-property or off-site.*

**NA** *The organization does not conduct trips or activities physically distant from the organization's central location.*

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



# Experiential Education Supplement

## CA-EES 8: Personnel

Personnel are qualified to meet the educational and safety needs of participants.

### Rating Indicators

1) All elements or requirements outlined in the standard are evident in practice, as indicated by full implementation of the practices outlined in the Practice standards.

2) Practices are basically sound but there is room for improvement, as noted in the ratings for the Practice standards; e.g.,

- With some exceptions, staff (direct service providers, supervisors, and program managers) possess the required qualifications, including: education, experience, training, skills, temperament, etc., but the integrity of the service is not compromised.
  - Supervisors provide additional support and oversight, as needed, to staff without the listed qualifications.
  - Most staff who do not meet educational requirements are seeking to obtain them.
- With some exceptions staff have received required training, including applicable specialized training.
  - Training curricula are not fully developed or lack depth.
  - A few personnel have not yet received required training.
  - Training documentation is consistently maintained and kept up-to-date with some exceptions.
- A substantial number of supervisors meet the requirements of the standard, and the organization provides training and/or consultation to improve competencies.
  - Supervisors provide structure and support in relation to service outcomes, organizational culture and staff retention.
- With a few exceptions caseload sizes are consistently maintained as required by the standards.
- Workloads are such that staff can effectively accomplish their assigned tasks and provide quality services, and are adjusted as necessary in accord with established workload procedures.
  - Procedures need strengthening.
  - With few exceptions procedures are understood by staff and are being used.
- With a few exceptions specialized staff are retained as required and possess the required qualifications.
- Specialized services are obtained as required by the standards.

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



## Experiential Education Supplement

**3)** Practice requires significant improvement, as noted in the ratings for the Practice standards. Â Service quality or program functioning may be compromised; e.g.,

- One of the Fundamental Practice Standards received a rating of 3 or 4.
- A significant number of staff, e.g., direct service providers, supervisors, and program managers, do not possess the required qualifications, including: education, experience, training, skills, temperament, etc.; and as a result the integrity of the service may be compromised.
  - Job descriptions typically do not reflect the requirements of the standards, and/or hiring practices do not document efforts to hire staff with required qualifications when vacancies occur.
  - Supervisors do not typically provide additional support and oversight to staff without the listed qualifications.
- A significant number of staff have not received required training, including applicable specialized training.
  - Training documentation is poorly maintained.
- A significant number of supervisors do not meet the requirements of the standard, and the organization makes little effort to provide training and/or consultation to improve competencies.
- There are numerous instances where caseload sizes exceed the standards' requirements.
- Workloads are excessive and the integrity of the service may be compromised.Â
  - Procedures need significant strengthening; or
  - Procedures are not well-understood or used appropriately; or
- Specialized staff are typically not retained as required and/or many do not possess the required qualifications; or
- Specialized services are infrequently obtained as required by the standards.

**4)** Implementation of the standard is minimal or there is no evidence of implementation at all, as noted in the ratings for the Practice standards; e.g.,

For example:

- Two or more Fundamental Practice Standards received a rating of 3 or 4.

### Table of Evidence

#### Self-Study Evidence

### Purpose

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.





## Experiential Education Supplement

- Program staffing chart that includes lines of supervision
- Include a list of activity personnel and their credentials

### On-Site Evidence

- Job descriptions

### On-Site Activities

- Interview:
  - a. Supervisors
  - b. Personnel
- Review personnel files

### **(FP) CA-EES 8.01**

Before assignment as a group leader or assistant, the organization provides and documents in the personnel record:

- a. supervised field experiences;
- b. competency testing; and
- c. certification in the area of assigned responsibility, when certification is available.

### **(FP) CA-EES 8.02**

Individuals who assume responsibility for supervision of participants in the field have skills in:

- a. navigating and operating in a given terrain;
- b. interpreting and responding to changes in weather and environmental conditions; and
- c. improvising solutions to unanticipated problems and emergencies in the field such as environmental hazards, harmful plants or animals, and extreme weather conditions.

**NA** *The organization does not conduct trips or activities in the field away from the program site.*

### **(FP) CA-EES 8.03**

Policy prohibits participants and personnel from using alcohol or other drugs while engaging in organization-sponsored activities.

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.



## Experiential Education Supplement

### **CA-EES 8.04**

Personnel obtain certification for first-aid or first-responder and CPR before assuming primary responsibility for a group.

**Related:** CA-TS 2.09

### **(FP) CA-EES 8.05**

Personnel whose training is incomplete are supervised by fully trained individuals and do not assume sole responsibility for participants engaged in high-risk activities.

### **Purpose**

Experiential Education provides safe, activity-based opportunities for learning and reflection that support the achievement of identified program outcomes.