

## **CLIMBING WALL ADMINISTRATIVE PROCEDURE**

### **A. Use**

- Any Idaho SD #000 policies and procedures will be adhered to.
- Outside use of the wall will not be allowed.

### **B. Education and Training**

#### **1. Staff**

- Only staff trained by a certified trainer and/or trained personnel will supervise any climbing activity.
- Staff that has successfully completed the required Climbing Wall training will provide documentation of training to the School Autism Classroom Teacher.
- The Discovery Elementary School Autism Classroom Teacher will:
  - Assure all climbing wall procedures are adhered to;
  - Compile and submit to the building Principal a list of those persons authorized and trained to supervise Climbing Wall activities.

#### **2. Climbers**

- Trained staff will instruct potential climbers in procedures to include, but not limited to:
  - Essential techniques and practices
  - Safety guidelines
  - Age-appropriate and safe activities
- Climbers may climb only within their age and/or skill limitations.
- Climbers will not be allowed on the wall without required safety equipment.
- Climbers' skill progression will be documented utilizing procedures set up by the Staff. (occupational therapist to complete)

### **C. Supervision/Safety/Security**

#### **1. Supervision**

- Only trained personnel will supervise the use of the Climbing Wall.
- All students **MUST** have a signed Waiver and Permission form on file prior to any use of the wall.
- Trained staff will be present any time climbing takes place.
- Climbers must abide by the Supervisor's instructions at **ALL** times when climbing.
- Failure to adhere to instructions and rules will result in not being allowed to climb.
- Signage clearly stating "Unauthorized use of wall is prohibited" will be posted.

## **2. Safety**

- Safety Rules, including but not limited to the following will be clearly communicated to all climbers:
  - Supervision is required.
  - Safety mats must be in place.
  - Remove all jewelry.
  - Shoes are required for climbing.
  - Step down from the wall. **No jumping.**
  - Step away from the mat upon completion of climb.
  - Do not walk underneath climbers on the wall.
  - Maintain at least 3 points of contact with the wall at all times.
- Mats will extend a minimum of 6' from wall. .
- Trained staff will assure placement and security of mats to ensure a stable landing surface.

## **3. Security**

- Climbing Wall may not be used without authorized supervision
- Mat Locking System will be used to prevent unauthorized/unsupervised after-hour usage.

## **D. Maintenance and Ongoing Inspection**

1. Any damaged equipment will be repaired (if feasible) or replaced as required.
2. A visual inspection of the wall and all safety equipment will be made prior to any use of the wall.
3. An inspection sheet will be completed by the supervisor monthly. Inspection sheets will be maintained in the classroom and available for review by staff at any time.
4. The Classroom Teacher will be responsible for ensuring any deficiencies on the wall that require repairs are brought to the attention of building Principal.
5. The building Principal will report needed repairs to the Any Idaho SD #000 maintenance department.
6. The Classroom Teacher and/or building Principal will remove the wall from use until repair is complete.
7. Maintain a school climbing wall maintenance log. A certified school staff member should complete all entries in this log. In the log, record inspector's name, conditions found, repairs made or reported, date of inspection and comments. If any panel/or panel part is loose or pulling away from wall, immediately close the wall to further use and request maintenance inspection and repair.
8. Prior to each climbing wall session, check to make sure that the landing mats are correctly placed.