

# Risk Management Guideline

## Carnival Activity Events

### Background:

Carnival events are a popular activity for school community fellowship and fund raising for the school. Some carnivals put on by PTAs and Parent/Teacher groups tend to offer low risk activities, occasionally the activities bring unnoticed risk to the school. There are also commercial vendors who partner with schools agreeing to turn a portion of the profit back to the school in exchange for using the school site. The various types of carnival activities bring specific guidelines

### Recommendation:

All carnival activity events should be specifically approved by the School District Board contingent to the provision of adequate insurance coverage and compliance with the CRSIG Risk Management Guidelines.

### Guidelines – Outside Vendors:

The types of carnival rides, performances and demonstrations should be reviewed for coverage versus exclusion status with the CRSIG Memorandum of Coverage. This can be accomplished by providing a written description of the event to the CRSIG Broker for analysis. This approval should be requested prior to submitting the event for approval.

Outside vendors should provide a certificate of insurance (Proof of insurance coverage) to the school district at the minimum per occurrence level recommended by the CRSIG Broker.

Outside vendors should provide an Additional Insured Endorsement naming the school district as additionally insured under the vendor's insurance policy. (Note: Language to this affect typed onto a Certificate of Insurance is not adequate.)

No carnival event should be allowed to be set up or staged at a school site by an outside vendor during school instruction time (during the school year, summer school, after school sessions.)

Animals should never be allowed as component of a carnival. (Eg. Petting zoo, pony rides, viewings.)

### Guidelines - School or Parent/Teacher Groups:

CRSIG's position on dunk tanks and jump houses historically has included a recommendation not to allow them due to the increased exposure and nature of the typical injuries. However, if a district proceeds with these activities, on site, they should be carefully risk managed:

#### Dunk Tanks:

Only adult staff members in the dunk tank.  
One other adult managing the line of pitchers

#### Bounce Houses:

Only staff members to supervise use of the house, no parents.  
It is important not to allow large and small children to enter together.  
Only allow 2-4 children in at a time depending on the size of the house.

#### Insurance:

If the carnival is put on by a parent group that is not an approved auxiliary organization under the district and CRSIG, proof of insurance should be provided to the district for the event. If the group's general insurance policy does not cover the event, CRSIG has offered a insurance company who will provide special event coverage at the groups cost.