

SCHOOL GARDEN MANAGERS GUIDE

This module has been designed for school garden facilities as a guide to managing the students, as well as help control garden safety risks that could occur while working in or around the school garden. As manager of the school garden, it is essential that you complete a full Good Agricultural Practices (GAP) workshop and understand how to properly reduce safety hazards from occurring in the fresh produce production areas. Before having students enter the school garden, it is important to have them watch the online training videos from the website. Watching these short modules will allow students to get an understanding of the different kinds of food safety hazards that can occur while working in or around the garden, and how to prevent them from happening. Having students complete the quizzes and additional activities will also help students retain more information and allow you to reemphasize any topics that may need further explanation.

After performing the classroom training, it is important to monitor students while working in or around the garden. When taking students around the garden, you must show them the proper Good Agricultural Practices (GAPs) to use during each visit to the garden. This includes information such as wearing proper clothing and proper storage of fresh produce after harvest. It is important to make sure that children don't enter the garden if they are feeling sick with symptoms of vomiting, diarrhea, or sore throat. To reduce the chance of cross-contamination, students feeling sick should be given an alternate activity to do while other students are out harvesting fresh produce. You should show the students around the garden and inform them on which fresh produce items are ready to be picked. After teaching the students, harvesting baskets should be handed out to place the freshly picked produce in. Once produce has been harvested, it should be washed in the baskets with potable water. This will remove any large visible dirt from the surface of the produce. After rinsing, the students should mark down the weight of the vegetable, student name, and date and time of harvest.

When out in the garden for the first time, you must show students where the safety kit is shown in case of small injuries. Students should not enter the garden if they have broken skin or are bleeding. It is also important to collect parent/guardian contact information prior to entering the garden so they can be reached in case of serious injury.

This training must include showing kids how and where they must go to wash their hands. You must emphasize that students must wash their hands prior to entering and exiting the garden.

If visitors will be visiting the garden, they should also be wearing jeans and closed toed shoes. Visitors should not touch any of the fresh produce that it being grown to reduce the chance of cross-contamination. Before visitors enter, they should record their name, date, and time they are visiting the garden.

Lastly, You have to make sure to mark down when, who, and how often each student enters the garden. Observing children prior to entering the garden will help reduce the chances of allowing sick kids into the garden, and will lower the overall risk of having produce become contaminated.

Checklist of completed training for school gardens:

Task	Yes	No
Did students watch training videos online?	<input type="checkbox"/>	<input type="checkbox"/>
Did students complete the online quizzes?	<input type="checkbox"/>	<input type="checkbox"/>
Did students complete additional activities and case studies?	<input type="checkbox"/>	<input type="checkbox"/>
Did you allow time for students to ask questions?	<input type="checkbox"/>	<input type="checkbox"/>
Did you perform an on-site garden training/explanation with the students?	<input type="checkbox"/>	<input type="checkbox"/>
Are students wearing appropriate clothing (closed-toed shoes and pants)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you show students where the safety kit is available?	<input type="checkbox"/>	<input type="checkbox"/>
Are students with cuts or are bleeding entering the garden to harvest fresh produce?	<input type="checkbox"/>	<input type="checkbox"/>
Did you collect parent/guardian information prior to entering the garden?	<input type="checkbox"/>	<input type="checkbox"/>
Did you show students where to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>
Did you show students how to wash their hands?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a sign up sheet/attendance sheet available for when students are entering the garden?	<input type="checkbox"/>	<input type="checkbox"/>

Have you asked students if they are feeling sick or ill (vomiting, diarrhea, sore throat)?	<input type="checkbox"/>	<input type="checkbox"/>
Did you physically show students which fresh produce items are ready to be harvested?	<input type="checkbox"/>	<input type="checkbox"/>
Did you hand out harvesting baskets to students prior to harvesting fresh produce?	<input type="checkbox"/>	<input type="checkbox"/>
Was the fresh produce washed after harvest with potable water?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a visitor log available for visitors to mark down their name, date, and time of garden visit?	<input type="checkbox"/>	<input type="checkbox"/>
Are all items marked with fresh produce weight, student name, and time/date of harvest?	<input type="checkbox"/>	<input type="checkbox"/>