



**Adult Pocket Knife Safety Training
Adult Learning Design
1.5 hours**

Learning Objectives

By the end of the session participants will be able to:

- Learn Pocket Knife & Jackknife Use and Safety techniques as required by Safety Activity Checkpoints Pocket Knife & Jackknife Safety Section.
 - How to open and close safely
 - How and when to use
 - How to properly store when not in use
 - How to sharpen the blade
 - How to clean the blade/knife
 - Learn how to pass and acknowledge when you receive it, “thank you”
 - Learn about the circle of safety
 - Always keep the knife pointed in safe direction
 - Learn about additional emergency safety procedures

- Learn about the GSWCF Knife Safety Patch program for girls, with the Knife Safety Pledge cards and use.

- Learn that Junior level Girl Scouts and up will earn a patch and sign the Safety Pledge and must carry their Knife Safety Pledge cards with them at all times while using knives for Girl Scouts, and that if any adult observes them being unsafe that they can ask for their card and will color in a trefoil. Once a girl reaches 4 trefoils colored in, she needs to repeat the patch safety program to use her knife again with Girl Scout activities.

Content/Time	Session details	Materials needed
Check-in Gathering Activity <i>Be ready at least 10 minutes prior to scheduled start of meeting</i>	<ul style="list-style-type: none"> • Have them sign in on roster. • Fill out Name Tag • Receive a copy of the <ul style="list-style-type: none"> ○ Knife Safety Handbook, and ○ Knife Safety Patch program. <p>Give out sticky note to each person, and ask them to write something on it that tells us what else they would be doing this morning if they weren't here at the training (short – in 4 words or less). Ask them to put it on the parking lot poster. They do not sign it.</p>	Roster, Name tags, pens, Knife Safety Handbook & Knife Safety Patch Program Booklets

Content/Time	Session details	Materials needed
<p>Welcome, Introductions & Check-in</p> <p>5 minutes</p>	<p><i>Welcome</i> participants... (smile)</p> <p>Introduce yourself, including how many years you have been a Girl Scout, and if there are other trainings that you train.</p> <p>Activity: Ask people</p> <ul style="list-style-type: none"> • to state their first name, • where they are from (town nearby – within council) and • tell what their favorite outdoor Girl Scout activity was/is with their troop/girls. 	
<p>Purpose of Training</p> <p>2 min</p>	<p>The course is designed to prepare an adult to learn pocket knife or jackknife safety in order to train girls on knife safety, per the requirements laid out in Safety Activity Checkpoints.</p> <p>The class will include:</p> <ul style="list-style-type: none"> • emotional readiness of girl • How to open and close safely • How and when to use it • How to properly store it when not in use • How to sharpen the blade • How to clean the blade/knife • Learn how to pass and acknowledge when you receive it by saying Thank You • Learn about the circle of safety • Always keep the knife pointed in safe direction • Learn about additional emergency and safety procedures 	<p>Knife Safety Handbook</p>
<p>Safety First Age for Skill Set</p> <p>1 min</p>	<p>Discuss ages for use of knives.</p> <ul style="list-style-type: none"> • 2nd Year Daisies may only use paper knives. • Brownies & Up may use real knives. <p>But all of this is dependent on the supervising adult feeling that the girl(s) are mature enough for these skills.</p> <p>Go over importance of getting parent/caregiver permission for knife activities- specifically – before working with girls. Communicate with parents/caregivers what the activities will be.</p>	<p>Handbook, page 3</p> <p>Permission form, page 6</p>

Content/Time	Session details	Materials needed
Respecting Knives 5 minutes	<p>Discuss the importance of having clear direction from the supervising adult, to the girls about how knives can be dangerous tools, and are not a toy.</p> <p>When to use a Jackknife – From the beginning, emphasize that knives are a tool, and NOT a toy. They must be treated with respect.</p> <ol style="list-style-type: none"> a. They are not to be brought to school or other social situations, nor are they to be played with among groups of their peers. b. A knife is a responsibility. c. You can use a jackknife to whittle or cut things like food or pliable objects. <p>Review that when the girls EARN their Safety Pledge card for Juniors and up, they will be required to carry their pocket size card on them at all times when using their knife for Girl Scout Activities.</p> <p>If any adult sees them using their knife unsafely, the adult will ask for the card, and color in a trefoil. Once 4 trefoils are colored in, they will need to repeat knife safety training again, before being issued a new card, and use of their knife at Girl Scout activities.</p>	Pocket Knife Safety Handbook Page 3 Safety Pledge Cards in Patch Program
The Safety Circle 3 minutes	<p>Ask the adults to stand with their arms straight out to the side, and make sure they are an arms length away from each other, swinging around in a circle.</p> <p>This is how they will instruct girls. This is a Safety Circle. All activities with knives will be while utilizing a Safety Circle with girls.</p>	Handbook, page 2
Dressing Appropriately 1 minutes	<p>Especially when learning about knife safety, girls should avoid wearing dangling earrings, bracelets and necklaces, as they may become entangled in an activity. They should have their hair tied back and be wearing closed back and toed shoes.</p>	
Safety with a Real Knife 5 minutes	<p>Opening & Closing a Jackknife</p> <ol style="list-style-type: none"> a. Opening the jackknife – put your thumbnail in the slot of the blade. Keep your finger away from the cutting edge. Pull the blade all the way out. b. Closing the jackknife – Hold the handle of the jackknife in one hand with the sharp cutting side of the knife upward. With the fingers of your other hand, lower the blade into the slot in the handle. Always be sure your finger tips are away from the cutting edge or the slot the blade fits into. 	Pocket knife or Jackknife Handbook page 3

Content/Time	Session details	Materials needed
<p>How to pass & Acknowledge a Knife</p> <p>10 minutes</p>	<p>The safest way to pass a knife is to put it DOWN on a table for the other person to pick up. But, to pass it between people....</p> <p>Learn how to pass and acknowledge when you receive it by saying Thank You -</p> <ul style="list-style-type: none"> • If you are using your jackknife, close it before you pass it. • If you are using a knife that cannot be closed, such as a kitchen knife, grasp the blade along the dull edge and pass the handle to the other person. • Do not let go until they say “thank you”. In this way, you have control of the sharp edge of the knife. <p>Practice with a partner. Back and forth,</p> <ol style="list-style-type: none"> 1) open and close 2) passing back and forth 	<p>Handbook, page 4</p>
<p>How to Carry & Walk with a Pocket Knife</p> <p>5 minutes</p>	<ul style="list-style-type: none"> • Always keep the knife pointed in a safe direction. • Close the knife when not in use. • Walking with a pocket knife – A knife should always be held away from the body and should never be held when running. <p>If you have a folding pocket knife, instruct the child to fold the knife after every use in order to reduce the risk of injury.</p> <p>Practice walking with a knife.</p>	<p>Handbook, page 4</p>
<p>Using knife in a Safety Circle</p> <p>5 minutes</p>	<p>How to use a knife in a Safety Circle – SHOW on SOAP</p> <ol style="list-style-type: none"> b. How to use a Jackknife – Hold the handle with your whole hand. Always cut away from yourself. Keep at least an arms length (in all directions) away from anyone else. This is the “Safety Circle”. Whittle ONLY while sitting down. NEVER walk with an open knife. c. Whittling a point – Always whittle while sitting down. Shape the stick by cutting off little chips of wood, one at a time. Do not try to cut off big pieces. Cut slowly so your knife will not slip. d. DON’T be an “initial carver”. It is not good outdoor manners to mark up anything that is not yours with a knife. 	<p>Handbook, page 3</p>

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<p>Activity: Carving Soap</p> <p>15 minutes</p>	<p>Everyone should be seated –and be in Safety Circles.</p> <p>Get soap out and ask everyone to carve into the soap, by outlining a fish, with the plastic knife.</p> <p>Begin using the techniques above, carving into the soap.</p> <p>After 8 minutes, ask the participants to move to using their actual knife, and continuing working with the soap.</p> <p>You may not complete the soap fish, but will need to move to the next activity. Ask the participants to finish the fish at home.</p>	<p>Knife Safety Handbook</p>
<p>Carving Balsam Wood</p> <p>10 minutes</p>	<p>Distribute balsam wood and Friendship Stick document. Explain the tradition in Girl Scouts for the Friendship Stick. Encourage them to work with their girls on an activity like this when the girls are ready.</p> <p>Ask the participants to begin whittling using the balsam wood, trying to replicate the Friendship Stick components. They can begin with Whittling the “hat”, and then the face, moving down over the design, to the buttons, etc...</p> <p>If they finish whittling, they can use the markers to draw in the colors, as suggested on the sheet. If they don’t finish before the time is over, they can continue the activity at home.</p>	<p>Friendship Stick page</p> <p>Balsam Wood</p> <p>Markers</p>
<p>How to store a knife</p> <p>1 minute</p>	<p>How to properly store when <u>not</u> in use – always store as a closed knife. It is best to keep them in a sheath or container for storage.</p> <p>Keep your jackknife in your pocket when you are not using it, or make a lanyard of macramé and hang your knife from your belt.</p> <p>NEVER hang a knife around your neck.</p>	<p>Handbook, page 4</p>

Content/Time	Session details	Materials needed
<p>How to Sharpen & Clean the blade</p> <p>10 minutes</p>	<p>1. How to sharpen the blade – Demonstrate with Whetstone in the tote.</p> <p>A sharp knife is safer and more useful than a dull one. If they are using a knife for the first time, it's too early to instruct them on how to sharpen a knife. However, tell them that if they feel their knife is becoming dull, it's important to show it to an adult who can use a knife sharpener to sharpen it. As girls get older, they should learn how to keep your knife sharp with a sharpening stone (a whetstone, Arkansas stone or carborundum). Put a few drops of oil on the stone. Hold the stone in one hand and open knife in the other. Keep your fingertips below the top edge of the sharpening stone. Lay the flat side of the knife blade in the flat surface of the stone. Lift the back edge (dull edge) of the blade slightly up off the stone (about 15"). Move the blade over the sharpening stone in small circles as if you were trying to shave very thin slices off of the stone. Turn the blade over and sharpen the other side.</p> <p>2. How to clean the blade/knife – Demonstrate with a cloth.</p> <p>Keep your knife clean and dry. Hold the cleaning cloth at the back of the blade, away from the cutting edge. Wipe carefully across the whole blade. Oil the hinge with machine oil. Never clean the blade by rubbing it in dirt or sand. This dulls the blade and makes the knife hard to open and close.</p>	<p>Handbook, page 4</p> <p>Whetstone</p> <p>Bandana</p>
<p>Safety Procedures</p> <p>5 minutes</p>	<p>Take out first aid kit, and review procedure for cleaning and bandaging a cut.</p> <p>Remind participants that a Troop First Aider (GSWCF member with current First Aid and CPR certifications) should be present at all field trips and an activity using knives (best practice).</p>	<p>First Aid Kit</p>
<p>5 minutes</p>	<p>Pocket Knife Safety Girl Patch Program</p> <p>Hold up document, and let participants know that the patch program is a great way for the girls to learn knife safety skills, starting with 2nd year Daisies with paper knives (in the document), and up to Ambassadors.</p> <p>The patch is earned with the Safety pledge for Juniors and up. Patch is available to purchase in the Girl Scout Store.</p>	<p>Pocket Knife Safety Girl Patch Program Document</p>

Content/Time	Session details	Materials needed
<p>Q & A</p> <p>5 minutes</p>	<p>Brief Question and Answer session. Answer all answers according to the design and Council procedures.</p> <p>If you do not know the answer to a question, please tell the participant you do not know but someone will contact them with an answer.</p> <p>Then be sure to note question on Facilitator's Session Report.</p>	
<p>Closing Reflection & Evaluations</p>	<p>Review the post it notes on the board and ask everyone if they learned something that was worth their time coming today.</p> <p>Hand out evaluations, and collect them, giving out the certification cards.</p>	<p>Evaluations</p> <p>Certification Cards</p>
	<p>Complete Facilitators Report, and put it and the Evaluations in tote, along with Sign in sheet and leave tote with Ranger or return to the Leadership Center if it convenient for you to do so (live near by).</p> <p>Use CamScan app for phone and email the sign in sheet to AdultLearning@gswcf.org</p>	