

Statement of Policy

The care and safety of children is a priority of Greater Saskatoon Catholic Schools. Supervision is critical to ensuring a safe, caring, orderly and inclusive learning environment. Administrators, teaching staff, support staff and volunteers are responsible for monitoring students to ensure safety and to promote positive behaviour. Effective supervision supports appropriate risk mitigation.

Rationale

To ensure the provision of appropriate student supervision in all schools within Greater Saskatoon Catholic Schools.

Authority

- *The Education Act (1995)*, Section 151, 175, 209, 231
- *The Education Regulations (2015)*, Section 26, 59

Definitions

Formal Supervision – Assigned supervision as outlined within the school supervision plan.

Informal Supervision – Non-assigned supervision support addressing emergent needs.

Non-Instructional Time – Includes the following:

- Before school;
- Recess;
- Noon;
- After school.

Procedures

Safety must be the focus through active supervision of students (formal and informal) in all facilities and grounds and during school activities.

Planning for Supervision during Non-Instruction Time

The standard of care owed to a student by the staff is that of a reasonable, prudent parent in these circumstances. The duty of care is to protect the student from all foreseeable risks of harm. When planning for supervision the following criteria is considered:

1. The age, maturity and number of students;
2. The nature, condition and location of the school buildings, equipment and grounds;
and
3. The presence of potentially dangerous areas and activities.

Each school year the principal shall review the safety considerations and develop necessary supervision plans. The school supervision plan shall address both indoor and outdoor situations. During non-instructional time, a minimum supervisor to student ratio of 1 to 100 is required. Where school facilities include a creative playground structure, this area shall receive primacy in the supervision plan.

All teaching staff shall participate in supervision responsibilities as assigned by the school principal with the exception of supervision during noon lunch. Supervisors are to wear safety vests for clear identification on the playground.

The supervision plan must include a communication plan for responding to emergent situations between formal supervisors and the school. Cell phones or handheld transceivers may support this communication plan.

Division Role

- In conjunction with the principal, review supervision plans each school year prior to and throughout the school year.
- Provide policy and guidelines regarding general supervision.

Principal/Designate Role

- Review the safety considerations and develop necessary plans to address student safety.
- Engage staff in the development of procedures and practices which enhance the safety of all students recognizing individual student needs.
- Discuss the supervision procedures with staff throughout year.
- Post the current supervision schedule in a prominent location.
- Discuss with staff, procedures to be followed when a student is injured.
- Regularly review with all staff school and division procedures for reporting injuries.
- Establish and approve a schedule of supervisory duties for staff.
- The number of supervisors assigned for recess supervision shall be no less than the number provided during lunch supervision.
- Ensure all members on staff are aware of supervision responsibilities, both formal and informal, and understand procedures appropriate to the specific task.
- Communicate to parents/guardians acceptable student arrival and departure times to ensure appropriate supervision.
- Communicate in writing with parents/guardians as required when and if student drop/off and/or pick up times are outside the hours of supervision.
- Contact Network Superintendent when communication efforts with parents/guardians regarding drop/off and/or pick up times outside the hours of supervision are not successful.

- Monitor and ensure response to the safety and maintenance of physical activity facilities, including playing surfaces, playgrounds and major equipment.

Staff Role

- It is the primary role of staff on formal supervision to carefully and judiciously carry out assigned supervision duties.
- Report incident(s) or injuries and identify potential hazards that may affect student safety.
- Discuss safety and schoolyard procedures with students on a regular basis.
- In addition to the formal supervision schedule, it is expected that staff will at all times be alert and informally provide supervision to ensure safe environments.
- Teachers are responsible for students under their care until they safely depart the school or school-led activity

Student Role

- Students are accountable to the principal and staff for their conduct on the school premises, and for their behaviour to and from school.
- Students shall not be used to supervise other students in the absence of a teacher; however, in some cases older students may volunteer to support younger students with lunch routines.

Parent/Guardian Role

- Honour communicated supervision times for student arrival and departure.

Before and After School Supervision

Before school supervision will be communicated by the principal with parents/guardians each school year and shall be no less than fifteen (15) minutes and no more than thirty (30) minutes. Should school bus arrival time be earlier than 30 minutes prior to the start of the school day, the board shall provide adequate supervision. Supervision after school will include supervision as students who access bus transportation wait for and load the buses and as students exit their classrooms. Schools shall have a plan to provide a reasonable level of supervision before and after school.

Students travelling by bus or cab are supervised by the driver (to the degree possible without impairing their requirement to drive) and students are accountable for their behaviour.

Noon Lunch Supervision

Each school year, school administration will require parents/guardians to communicate their child's access to noon lunch supervision. Elementary students accessing noon lunch supervision shall not leave the school grounds for the entire lunch period unless a note from a parent/guardian has excused the student or they are involved in a school activity under the direct supervision of a principal or teacher. When the

parents/guardians authorize their child/children to leave the school grounds during the school day, the division and school accepts no liability for students during those times.

Supervision for Students with Individual Needs and/or Individualized Supervision Requirements

The principal shall communicate individual plans for students with intensive needs requiring supervision support or students with individualized supervision requirements with all staff members at the start of the year and communicate the plans with staff new to the school or substitute staff members. Support staff allocations for non-instructional time supervision arising from individual program plan requirements will be determined on an individual basis. Individualized support is not included within the overall noon lunch supervision allocation.

Date Approved

September 16, 2019