

SAFETY, SECURITY, & SUPERVISION OF STUDENTS

Background

The Division has responsibility for the safety and security of students while those students are in its care and custody. The Principal shall ensure that appropriate (based on student age and need) plans are in place in the school to ensure student safety. Clear procedures for the transition of students, supervision of students and monitoring of students are in place in the school and that staff are aware of such procedures.

The safety and well-being of students are a responsibility of all staff members within a school. All staff shall be diligent in ensuring students are safe and accounted for while on school premises and at school-organized activities.

Procedures

1. Principals shall provide for adequate supervision of students:
 - 1.1 While they are on school premises during school hours.
 - 1.2 As soon as the first scheduled school bus arrives at school in the morning, except that:
 - 1.2.1 At schools with no scheduled buses the amount of supervision provided before morning classes may be reduced to fifteen (15) minutes prior to the commencement of the school day.
 - 1.3 During the fifteen (15) minute interval following final dismissal of classes in the afternoon, an exception being as follows:
 - 1.3.1 After school, supervision shall be provided for bused students until the last bus leaves, regardless of time of departure.
 - 1.4 At noon hour:
 - 1.4.1 If they normally stay at school, or
 - 1.4.2 If they are not bused students, as long as they are on the school grounds.
 - 1.5 When they are participating in any school-authorized activities that take place either on or off school premises, regardless of the time of day or night.
 - 1.6 While they are on school buses or other Division-provided transportation, which includes travel to school and back home via school bus.

2. Students with more complex and vulnerable needs
 - 2.1 who are in need of specialized services and supports have unique needs and it is imperative that plans for students are thorough and made in consultation with parents/guardians and take into consideration the particular needs of the student
 - 2.2 when establishing plans for such students the Principal shall ensure parental/guardian input into particular student needs/safety requirements that may include, but is not limited to topics such as: permission to leave school, transportation to and from school, emergency contact information, diagnosis and medication information and the importance of keeping the school informed and up to date
 - 2.3 the Principal shall include not only school staff and parents/guardians, but also the Director of Inclusive Learning in the development of safety protocols to be used with these students
 - 2.4 specialized supervision supports and safety plans shall be noted within the Inclusive Learning Plan (ILP)
 - 2.5 teachers are responsible to have prepared detailed information within their guest teacher plans for any such students within their class
 - 2.6 it is essential that these plans are shared with all staff and guest teachers who come in contact with the student
 - 2.7 plans must include contingency plans for the absence of regular staff so that protocols are shared with replacement staff
3. Although the Division does not accept responsibility for students when they are either coming to school or going home by any means other than Division-provided transportation, it may, at its discretion, hold such students accountable for their actions en route, in so far as such actions may impact the school.
4. In the interest of health and learning, the division supports procedures that enable students to go outside the building during regularly scheduled breaks and noon hours. At the discretion of the Principal, however, in severe weather students shall not be required to stay outside the school building during the intervals specified in item 1.2, 1.3 and 1.4 above. Additionally, the principal may determine that students will remain inside during all or part of their noon hours or regularly scheduled breaks.
5. All teachers and school-based support staff are responsible for the general supervision of students while they are at school. Specific supervisory duties shall be assigned by the Principal to ensure the safety of the school community and to allow for an equitable distribution of responsibility.

6. The Principal is responsible for establishing the supervision program for the students of his/her school in the situation outlined in items 1.1 - 1.6 above, in consultation with school staff.

6.1 The type and amount of supervision shall vary according to the age, number of students and type of activity the students are involved in. Categories of supervision as set out in the [School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#) guidelines include:

- a) Constant visual supervision
- b) On-site supervision; and
- c) Proximity supervision

Most supervision responsibilities of teachers and support staff outside of instructional time would be within categories b) & c). Category a) supervision generally applies to specific activities in physical education settings and or CTF/CTS settings.

7. During instructional time student supervision is the responsibility of the classroom teacher

8. All school staff, in order to prevent accidents, shall be constant in their attention to unsafe conditions involving equipment, building and school premises. Care is to be taken to see that unsafe conditions are immediately reported to the Principal through Public School Works.

9. Supervision of Change Rooms

Teachers have a duty of care to ensure the safety and wellbeing of students using change rooms. Change rooms should be supervised and teachers should adhere to the following guidelines:

- 9.1 Give explicit instructions and guidelines for behaviour in change rooms;
- 9.2 Set a routine for going into change rooms and keep to it;
- 9.3 Announce to students when a teacher is entering the change room and allow time for students to cover up;
- 9.4 Do not stand in change rooms as students have a right to privacy
- 9.5 With the exception of emergent situations, 2 adult supervisors will enter the change room if necessary

Reference: Relevant Legislation and Regulation