



Student Supervision Policy Saplins Nature School August 2022

Rationale

Only staff will have a supervisory role in the school. While we often use parent or community volunteers to help with field trips, events, and seminars for the school, it's important that anyone who has a supervisory role be properly trained. Saplins requires that all staff have First Aid training and encourages that further training be sought in areas such as dispute resolution and responding to students with diverse needs and abilities. As well, we want supervisors to be familiar with school policies and procedures and to know how and when to contact the management team. Such training is important so that we can ensure any emergencies will be dealt with quickly and efficiently.

Policy

Professional duty of care requires that staff exercise due diligence to ensure the safety and security of students under their supervision. Duty of care extends not only to staff rostered on a particular duty, but includes any staff member in, or moving through, a particular area of the school grounds or outdoor classroom areas. Duty of care extends to supervision of students required to be on school grounds or at outdoor learning areas outside normal class times and to students participating in any approved school activity outside school grounds. Effective supervision involves enforcing the school's safety regulations and using professional judgement to foresee and to attend to reasonably foreseeable risks to students' safety.

Procedures

From time to time, unusual circumstances occur. If a staff member becomes aware of a student alone and on-site before or after school hours, that staff member may never leave any student unsupervised on or near the school property or outdoor classroom areas regardless of the time of day or if their shift has not begun or has already ended. If at any time a student has been dropped off or not picked up well outside of school hours, a staff member must remain on-site with the student until either school begins, or the parent or designated adult has arrived.

If the student has arrived longer than 15 minutes before class begins, parents will be contacted to ensure that a student is not regularly alone in this manner. That student should then accompany the staff member inside the school or to the outdoor classroom area. If a student is still present 15 minutes after dismissal, a staff member will text or call the parents to ensure everything is alright and inform them that the student will accompany the staff member until the parent arrives.

If this situation persists, staff should inform the Head of School and Program Director immediately.

- Students not involved in organized activities such as clubs are expected to leave the school grounds.
- Staff must provide such assistance as is necessary for the supervision of students on school premises and at school functions whenever and wherever held. The responsibility of the school does not end when a school function or activity ends. The Head of School must ensure that students are supervised until they are all returned either to school or to a location agreed upon with the parent/guardian of the student.
- Each staff member is responsible for seeing that school activities are conducted in a suitable manner. When instructions or directions for the safety of students in school are given, the age and ability of the students must be taken into account.
- Students are to be under the supervision of a member of the school staff at all reasonable times while they are at school or attending school functions.

- All dangerous conditions in the school or outdoor classroom areas are to be reported at once to the Head of School or Program Director.
- Each staff member responsible for planning and participating in school-based field studies must follow the supervision procedures outlined in the Field Trip Policy.

Safe Release

Each student will be signed in by a staff member and must be released to a person noted on the registration form. Parents will be required to advise the staff immediately if they will be arriving later than the pre-arranged time. Until a student is under the supervision of their parent or guardian, a staff member will continue to supervise that student regardless of the time of day, or the ending of the day's programming.

A student will be released only to a parent or their legal guardian or persons otherwise indicated on the emergency form.

1. Staff must be notified in writing of any alternative arrangements of persons picking up the student or permission for the student to take the bus or walk home.
2. Picture identification will be requested if the person is not known to staff.
3. Students will not be released to anyone under 12 years old.

Late Pick-Up

Staff will follow these procedures when a parent has not picked up their child five minutes after the end of the school day.

1. Check Slack, email, and direct text messaging to see if there is a message regarding a reason, estimated arrival time, or alternate arrangements for pick up.
2. If the parent does not contact nor arrive after 15 minutes, staff will try to contact the parents or guardians at home or work. If alternate arrangements were made, call alternate's phone number.
3. If unable to make contact with parents and no messages have been received, begin to call those on the alternate emergency contacts listed on the student's emergency information form.
4. If there has been no success contacting alternate contacts, nor has there been any communication with parents, contact the Head of School and/or Program Director.
5. The Head of School or Program Director will authorize the staff member to contact the Ministry of Children and Families.

Teaching staff are responsible for, but not limited to:

- Direct supervision during school hours (before school, after school, during learning activities, lunch recess, and dismissal)
- Direct supervision during movement to another activity or outdoor classroom area
- Completing multiple head counts of students to ensure all are present
- Extracurricular activities (i.e. Sports, and cultural or community events)
- Field trips
- Leaving students in another staff member's care if they need to leave the class for any reason
- Not putting students out of view for disciplinary reasons
- Ensure that no students remain at school without supervision
- Reporting any serious accident/incident to the Head of School and the Program Director and making a report
- Circulating the designated outdoor play and activity areas
- Students participating in extracurricular activities or field trips are to remain under the supervision of the staff member concerned and should be released into the parents' care. In the event of a student not being picked up after school or an after school activity the supervising staff member must deliver the student into the care of a responsible staff member of the school before leaving.

