

STUDENT SAFETY AND SUPERVISION

Background

The Director or designate will prescribe practices and procedures to ensure satisfactory standards of safety and supervision of students in all school facilities and grounds during school activities. The Principal or designate will develop, in consultation with staff, procedures and practices which recognize the individual needs of students in terms of their safety and supervision. The Principal or designate is required to make provision for the supervision of students engaged in school-authorized activities whether on the school premises or elsewhere.

Procedures

1. Supervision

- 1.1 School doors shall be opened at least 15 minutes prior to the commencement of morning classes or upon arrival of the first bus.
- 1.2 Supervision of students shall begin at least 15 minutes prior to the commencement of morning classes or upon the agreed arrival of the first bus, whichever comes first. The Principal, in collaboration with the Transportation Department, will determine the arrival time.
- 1.3 Supervision duties at noon hour, recess, before-school opening, and bus-loading shall be allocated by the Principal or designate to staff on an equitable basis. This schedule should take into consideration other school related activities in which staff are involved.
- 1.4 Supervision of students with intensive needs will be developed in consultation with the students' parents and Student Support Personnel. Emphasis will be placed on students who pose a safety risk to themselves or others.
- 1.5 Supervision schedules must be posted in offices and staff rooms, but also in highly visible places so that students can easily determine who is on duty.

2. Responsibilities of the Principal

- 2.1 The Principal, in collaboration with the Facilities Department, shall be responsible for inspections of, and corrective actions to, school buildings and school grounds as required to ensure satisfactory conditions of safety and sanitation.
- 2.2 The Principal shall ensure that a supply of first aid materials is available in the school.
- 2.3 The Principal or designate shall require students to wear such safety and

protection equipment recommended for use in their instructional programs and other school-approved activities, where possible. The Physical Education Program: Safety Guidelines outlined in AP 215 and AP 215 App should be followed at all times.

3. Transportation to Medical Facilities

- 3.1 Where in the judgment of an employee or agent of the division it is necessary for a student to obtain treatment at a medical facility, the employee or agent shall attempt to immediately contact the parent or guardian, if time permits, or, as soon as possible after medical assistance.
- 3.2 If the parent or guardian cannot be immediately contacted, the employee or agent of the division shall:
 - 3.2.1 arrange for the transportation of the student to a medical facility
 - 3.2.2 attend or arrange for another employee's attendance with the student at the medical facility
 - 3.2.3 remain with the student until relieved by the parent or legal guardian, relieved by another employee, or the student is discharged, or advised by a medical practitioner that there is no further need to remain, as the treatment and safety of the student have been undertaken by the medical facility or institution.
- 3.3 Upon arrival at the practitioner's office or facility, the employee or agent of the division shall:
 - 3.3.1 advise those in authority that he or she is not the parent or guardian of the student and refrain from providing any consent for medical treatment of the student. The matter of consent for medical treatment shall be resolved in accordance with the procedures of the medical facilities.
 - 3.3.2 advise the Principal of the situation and action taken.

Reference: Section 85, 175, 196, 231 Education Act
GSSD AP215, AP215App

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