

# **SUPERVISION POLICY**

## **Freedom Thinkers Education**

### **PBL Society**

#### **Purpose**

These procedures provide clear guidelines for all children, staff and parents about the expectations of the behaviour of students and of the supervision requirements of staff.

#### **Outcomes**

The framework established by this document will:

- Ensure that we provide a safe playground environment
- Ensure that supervision is consistent across all staff

#### **School Playground Supervision Requirements**

Teacher supervision begins at 8:30 am and classes begin at 8:45 am at which time morning supervision is finished. Recess supervision runs from 10:30 am – 10:45 am and lunch supervision runs from 12:00 pm – 12:30 pm.

School finishes at 3:00 pm and there is supervision until 3:15 pm.

- Supervisors are asked to be prompt when arriving on duty.
- Supervision must be ACTIVE and VIGILANT supervision (Very brief conversations with parents or teachers).
- Playground rules should be enforced, dangerous behaviour stopped, dangerous objects confiscated and the Principal informed. Supervisors are to be aware of out of bounds areas.
- Duty of care exists before, during recess, during lunch AND after school. All staff must be aware of children who have not left the playground by 3:15 pm. The office and principal should be notified.
- Playground rules are regularly enforced and publicly proclaimed.
- Supervision must be constant and consistent. Supervisors need to talk to each other to ensure the same rules are being enforced.

#### **Morning Duty (8:30 am - 8:45 am)**

- The supervisor meets students in the front of the school. Children are greeted and may either remain outside or proceed into the school.
- Should children choose to enter the school, they are then supervised by the teachers within the school. If they remain outside, the outside supervisor watches over them until such time as it is required for them to enter the school for classes.

### **Recess Duty (10:30 am - 10:45 am)**

- The supervisor will provide adequate and appropriate supervision of students in the schoolyard.
- Supervisors are to move around the designated area constantly throughout the period of the yard duty observing children at play, including vigilant observance of children in more secluded areas.
- Supervisors should watch carefully for any dangerous activities or potential problems amongst children and take preventative action, or give direction to avoid further problems.
- Supervisors will not leave the playground until relieved by a staff member or children enter the school for classes.
- Children should remain outside during play or lunch time breaks unless using washroom facilities. After using facilities, children promptly return to the playground.
- Children are not allowed to climb trees on the school playground areas.

### **Lunch Duty (12:00 pm – 12:30 pm)**

- Same as recess duty (see above).

### **Afterschool Duty (3:00 pm – 3:15 pm)**

- At 3:00 pm, teachers promptly dismiss children from classrooms. The after school supervisor will be on duty promptly at 3:00 pm.
- The supervisor on duty meets students in the front of the school to provide supervision as children are picked up by parents.
- Supervisors will not let children leave with any unauthorized individuals. Arrangements for rides other than parents or designated persons should be previously scheduled by office staff and provided to the supervisor on duty.

### **COVID-19 Update:**

Teacher supervision begins at 8:30 am and classes begin at 8:45 am at which time morning supervision is finished. During COVID, classes are divided into two pods. When grades 7-9 students arrive, they go directly to the “field area” for an outside PE class until 9:00 am. Grades 4-6 students enter the school and get ready for classes to start at 8:45 am. At 9 am, the grades 7-9 students enter the school for their classes. This prevents a concentrated area in the parking lot and allows the two different pods to enter the school without coming into contact with one another.

#### **Recess supervision:**

10:15 am – 10:30 am for grades 4-6 students & 10:30 – 10:45 for grades 7-9 students

#### **Lunch supervision:**

12:00 pm – 12:30 pm for grades 4-6 students & 12:30 – 1:00 pm for grades 7-9 students

School finishes at 3:00 pm and there is supervision until 3:15 pm.