

## **Kimberley Independent School Supervision Policy**

### **Outdoor Morning Supervision**

Teacher supervisors will be on the playground in the morning at 8:20 a.m. The staff circulates around the school playground. The students are not permitted to enter the school until 8:30 unless they are registered in the before-care program.

Please do not send your child(ren) to school before 8:20 a.m. unless you intend to stay with your child(ren) until a supervisor arrives. There is no supervision before 8:20 a.m.

### **Morning and Afternoon Recess**

Teachers and or Education Assistants will be on duty during recess. They are stationed at different parts of the playground and circulate to ensure the safety of all students. The ratio of students to adults will be monitored to ensure all students can be monitored in a safe and positive way.

### **Afterschool Supervision**

A teacher supervises the playground until 3:10 p.m. At this time students who are not picked up or who do not have an adult present with them are asked to go inside the school to the after-school program.

If your child(ren) normally walk(s) home, please understand there is no supervision on the school grounds after 3:10 p.m.

### **Supervision Ratio**

1. British Columbia has no set ratio; it should be based on need. The KIS recommendation is:
2. At no time shall there be fewer than two supervisors (within direct line of sight of each other) during recess, lunch.
3. While students are eating, each enclosed room must be supervised separately.

### **Supervision expectations**

1. Elementary supervisors must have continuous and direct sightlines of the students they are supervising.
2. Elementary supervisors must be engaged and actively participating in the supervision time. The time should be spent building relationships with all students across the school.
3. Supervision duties cannot erode instructional time. For example, educational assistants must not be assigned to supervision duties if it conflicts with the instructional time of special-needs students.
4. Students shall not be used to supervising other students in the absence of a teacher.

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5. The play area must be observed at all times. For example, one supervisor on the far fence, one on the play structure close to the mound, one supervisor close to the shed (the outside classroom). You are expected to circulate within your zone.
6. Supervisors should not group up. If information needs to be shared it should only be a short conversation, not lasting more than 2 minutes. Any larger conversations should be taken later during the day and this time can be discussed with your classroom teacher.
7. In order to be available to handle emergencies and ensure the overall safety of the school, principals and vice-principals are not to be on the school's formal supervision schedule.
8. All supervisors in the schoolyard and in/around the school must have access to a communication device.

### **Conflict management**

1. Observe, from a reasonable distance, students who require extra support.
2. Be supportive in helping students work through any conflict to build students' social and emotional skills.
3. If something physical happens, the supervisor must check up on the students to ensure a safe resolution.
4. If a student would like to apologize to another student, ask the other student for permission first. Apologies should not be forced.

### **Incidents**

1. All incidents must be reported to the office verbally and through written incident reports.
2. Supervisors who witness the event must write the report.
3. If a student presents behaviour that could be unsafe to themselves or anyone else, the student must be removed from the playground and taken to a secure space. The teacher must be made aware immediately.

### **Field Trips**

There are four basic types of field trips that require different types of supervision standards. The four types of trips include: trips within walking distance of 1 km of the school, day trips or sports trips that require the use of transportation, overnight field trips of less than 3 days, and extended trips/international trips.

#### **Walking field trips**

The teacher-in-charge will ensure that there is adequate supervision using the following ratios:

K/1: 1 adult for every 8 children

Gr. 2-5: 1 adult for every 8 children

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Gr. 6-9: 1 adult for every 12 children

**Day trips using transportation including sport off site games:**

The teacher-in-charge will ensure that there is adequate supervision using the following ratios:

K – Gr. 5: 1 adult for every 8 children

Gr. 6-7: 1 adult for every 8 children

Note: Adult Supervisors will include teachers, EA's, other staff & parent volunteers. All must have a valid CRC on file

**Overnight field trips**

No children below grade four will be permitted to participate in overnight field trips. For students grades 4–7, the teacher-in-charge will ensure that there is a male and female supervision ratio applicable to the student male/female ratio.

Gr. 4-7: 1 adult for every 6 children

**Internal Bus Use**

When busing students, Kimberley Independent School will take the following precautions to ensure the safety of students:

- The drivers will perform all safety precautions, including pre-trip inspections
- The drivers will be equipped with cell phones in good working order at all times.
- The drivers will be supplied with a student list with home and emergency numbers for every student, and with the B.C. Medical number and any pertinent medical information for each student.
- Students will only be let off at either the school campus, their regular home stop or another regular stop if previous arrangements have been made.

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