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**Student Supervision Policy**  
**Vancouver Island School of Innovation and Inquiry**

**RATIONALE**

Only staff will have a supervisory role in the school. While we often use parent or community volunteers to help with events and seminars in the school, it's important that anyone who has a supervisory role be properly trained. Vancouver Island School of Innovation and Inquiry ("VISII" or "the school") pays for staff to be trained in areas such as First Aid, CPR, and dispute resolution. As well, we want supervisors to be familiar with school policies and procedures and to know how and when to contact the Cridge office staff. 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 teachers rostered on for a particular duty, but includes any teacher in, or moving through, a particular area of the school grounds. Duty of care extends to supervision of students required to be on school grounds 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**

**Before school care (9:15-9:30)**

- As we share the space with other tenants of the Cridge Centre for the Family, students are expected to meet the teacher in the school unless otherwise specified

**After school (after 3:30)**

- Students not involved in organised activities such as clubs are expected to leave the school grounds.

### **General Supervision Procedures**

- Teachers 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 Principal 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 teacher 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 in school or attending school functions.
- All dangerous conditions in the school are to be reported at once to the Principal.
- Each teacher responsible for planning and participating in school-based field studies must follow the supervision procedures outlined in VISII's **Field Trip Policy**.

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Epiphyte Educational Society

Adopted: 2021-12-08

Revised: 2021-12-05