

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 310 – Student Safety and Supervision	
Related LCSD AP's	AP 181 – Video Surveillance AP 216 – Physical Activity Program AP 216 – Appendix A Sport Activity Handbook AP 315 – Student Injuries At School AP 404 – Human Resource Practices for Support Staff AP 450 – LINC Agreement	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 175, 193, 196, 231	
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Background

The Division recognizes it has a responsibility to provide for the safety of its students. Every reasonable effort will be made to provide students with a safe learning environment.

The safety of students must be assured through supervision of students in all school facilities and grounds and during school activities. The Director expects the Principal to plan student supervision for the school day and all school-related activities. The Director expects staff to develop procedures and practices which enhance the safety of students and recognize the differences of individual students in terms of their safety and supervision needs.

The Director expects staff to ensure students wear appropriate gear when they take part in an activity that presents hazardous risks. The Director further expects the observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or curricular or extra-curricular activities that offer special hazards.

The Director expects safety instruction will precede student use of materials and equipment in units of study where there is an obvious safety concern through using either those particular materials or equipment.

The Sport Activity Handbook is a key resource to guide students and personnel in student activities.

Procedures

1. School doors shall be opened at least thirty (30) minutes prior to the commencement of morning classes or upon arrival of the first bus.
2. School supervision of students shall begin at least thirty (30) minutes prior to the commencement of morning classes or upon the arrival of the first bus, which ever comes first.

3. Principals are responsible for:
 - 3.1 Providing information to staff on the common-law doctrine of in loco parentis, which requires that employees act as a reasonable and prudent parent would in similar circumstances.
 - 3.2 Assigning staff to supervision using the guidelines outline in AP 404 – Human Resource Practices for Support Staff and AP 450 – LINC Agreement. Supervision schedules must be reviewed by the Superintendent of Education and will be designed to have:
 - 3.2.1 Every effort made to have a professional staff member on supervision for each scheduled general supervision time/block;
 - 3.2.2 Schedules must be made for the year, or semester, for planning and consistency;
 - 3.2.3 Supervision areas (zones) may change in the year based on a school wide response to concerns;
 - 3.2.4 Support a safe and caring school environment with ease of use or easy to follow; and,
 - 3.2.5 Items that are not general student supervision should not be on the school supervision schedule.
 - 3.2.6 In special or emergent circumstances, volunteers may serve as supervisors in the capacity of staff. Volunteers in this capacity shall be provided an orientation by the Principal on AP 310 – Student Safety and Supervision and any protocols in place for the group of students being supervised. Supervision by volunteers shall be approved by the Director or Designate.
 - 3.3 Assigning Substitutes Supervision. The Principal or designate must provide supervision training prior to the assignment.
 - 3.3.1 Assigning a Substitute Teacher to supervision. A substitute teacher may provide recess/break supervision as per assigned time. Lunch supervision may be assigned for coverage of a teacher on leave greater than three consecutive days at the Principal’s discretion.
 - 3.3.2 Assigning Support Staff Substitute to supervision. A substitute support staff may provide supervision as per assigned time. Support staff will be provided a 30-minute unpaid break after 5 hours of consecutive work. A support staff substitute will be paid per day for the actual hours of work.
 - 3.4 Communicating to parents the hours of the school and supervision.
 - 3.5 Coordinating and monitoring noon hour, recess, before-school opening, and bus-loading – afterschool supervision staff.
 - 3.6 Making copies of AP 216 Appendix - Sport Activity Handbook readily available to staff.
 - 3.7 Requiring appropriate supervision at all school-sponsored activities.
 - 3.8 Regularly review with all staff school and division procedures on health and safety of students and reporting injuries.
4. Teachers are responsible for:
 - 4.1 Becoming familiar with the Sport Activity Handbook and using the guidelines for the teaching and planning of those physical activities specified within the document.

- 4.2 Taking into consideration the safety guidelines for the teaching and supervision of various sporting or physical education activities as described in the Handbook, when planning such activities.
 - 4.3 Planning activities suitable to the age, mental and physical condition of the student.
 - 4.4 Teaching and coaching students in a progressive fashion to perform the activity properly.
 - 4.5 Checking the adequacy of the equipment and the suitability of its arrangement.
 - 4.6 Providing proper supervision for the activity and the inherent risk involved.
 - 4.7 Following health and safety procedures as per AP 315 – Student Injuries at School, reporting incident(s) or injuries, and identifying potential hazards that may impact student safety.
 - 4.8 Obtaining the approval of the Principal for school-sponsored events that take place outside of the school.
5. The Principal, as per AP 216 – Physical Activity Programs, is responsible for the inspection on a regular basis of all physical activity facilities, including playing surfaces, playgrounds and major equipment in alignment with the Sports Activity Handbook.
 6. Video Security Surveillance – The Division has implemented video security surveillance for the protection of student safety and property as outlined in AP 181 – Video Surveillance.