

**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**POLICY**

NO: 7325

DATE: 2013-01-15

REVISED:

SUBJECT: **SUPERVISION OF STUDENTS**

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The Board of Education requires that Principals and Vice-Principals ensure that adequate supervision of children takes place during the school day and at all school sponsored activities.

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**REGULATIONS**

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1. **Rosters**

Principals shall establish rosters designating staff members responsible for supervision of students during the necessary times before school, at recess, at noon and after school. These rosters shall be posted in the main offices and staff rooms and Principals shall ensure that all staff are aware of their supervision responsibilities and times.

2. **Supervisors must:**

- a) document any unusual occurrences, accidents, or injuries;
- b) never leave their assigned area, except in an emergency in which case a backup system must be in place

3. Rules regarding safety must be established in each school and strictly enforced. Records of safety instructions provided to students are to be maintained for at least 6 years.

4. **Duties of Employees**

When an injury occurs the duties of school employees include:

- obtaining appropriate treatment for the injured child
- contacting parents or guardians
- initiating backup systems to maintain supervision if they have to leave
- protecting themselves and the school district from liability by:
  - documenting the incident in their notebooks and
  - filling out SPP (School Protection Program) Incident Report form, available at the school