

# Living Sky School Division No. 202

## Administrative Procedure (AP) Manual



### Procedure Name: Student Safety and Supervision

<b>Procedure Type:</b>	School Operations	<b>Implementation Date:</b>	NOV 10, 2010
<b>Procedure Number:</b>	4.13	<b>Last Revision Date:</b>	OCT 11, 2023
<b>AP Owner:</b>	Superintendent of Learning	<b>Last Review Date:</b>	NOV 12, 2025
<b>Legal Reference(s):</b>	<i>The Education Act, 1995, s. 175, 193, 231</i> <i>The Education Regulations, 1999, s. 53</i>		

### Background

Student safety shall be assured through the supervision of students in all school facilities and grounds and during school authorized activities, whether on school premises or elsewhere.

### Scope

Student safety and supervision is the responsibility of all adults employed within the Living Sky School Division (LSKYS) and those who have been approved as a non-faculty coach whenever students are present.

### Roles & Responsibilities

#### Principal/Vice-Principal

- develop procedures and practices which enhance the safety of students and recognizes the differences of individual students in terms of their safety and supervision needs
- plan student supervision for the school day and all school-related activities in consultation with staff
- inform volunteers of supervision practices and student conduct expectations prior to their involvement with students

#### Staff

- adhere to the school supervision schedule to diligently supervise students to maintain a safe, caring, and orderly environment
- ensure that students wear appropriate gear when they take part in an activity that presents hazardous risks and observe safe practices particularly in those areas of instruction, curricular or extra-curricular activities that offer special hazards

### Procedures

1. School doors shall be opened to welcome students at least 15 minutes prior to the commencement of morning classes or upon the arrival of the first bus.
2. The principal shall arrange for the indoor and outdoor supervision of students each school day beginning at least 15 minutes prior to the commencement of morning classes or upon arrival of the first bus, whichever comes first.
3. On an equitable basis, the principal shall allocate staff to supervise students:
  - before school opening,
  - at recess,
  - during breaks or change of class times, and



- during the after-school period until such time as the students have departed for home via school bus, walking, or by some other means.

The schedule shall take into consideration other school-related activities or responsibilities in which staff are involved.

4. The principal shall allocate lunch period supervision subject to budget allocations, the local agreements, and needs of the school.
5. Supervision schedules shall be posted in visible locales for student access in addition to offices and staff rooms.
6. When overnight student events are held within a school facility a schedule of staff supervision shall be posted. Parental/guardian consent is required for all students participating in an overnight event within a school.
7. Safety instruction shall 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.
8. Non-faculty coaches approved by LSKYSD and the Saskatchewan High School Athletics Association (SHSAA) shall demonstrate a clear understanding of the school philosophy and the policies of the school, the Division, and the SHSAA with regard to student supervision and student participation in competitive school athletics.
9. It is appropriate for parents or other adults to assist with school approved activities provided that the primary supervisor is present at all times.

## Related

4.32 Student Conduct in a Respectful Learning Environment

4.33 Student Excursions

5.05 Volunteers

6.14 Physical Activities Safety

Transportation - Student Handbook (*internal document*)

## References

[SHSAA Handbook](#) (*Saskatchewan High School Athletics Association document*)