



STUDENT SUPERVISION POLICY

Purpose:

To outline the school's policy regarding student supervision before, during and after school.

Aims and Objectives:

The primary aims and objectives of this policy are as follows

- appropriate arrangements are in place for student supervision before, during and after school hours
- staff members are aware of their specific responsibilities relating to student supervision
- parents/carers are regularly informed about supervision available before and after school
- Parents/carers are responsible for the care and supervision of students travelling to and from school.

Scope:

All Teaching Staff, student support staff and parent volunteers:

Parents send their child(ren) to us trusting that they will be properly supervised. The standard of care to be exercised is that of a careful, prudent and judicious parent. Everything that a prudent parent would reasonably do must be done to avoid foreseeable risks of harm. Failure to do so amounts to a breach of the duty of care. When planning lessons and activities, teachers should ask themselves what might go wrong and what precautions should be in place to avoid the risk of harm.

Adequate supervision of students at all times is paramount. Therefore, teachers must:

- Be on time for all duties and lessons. As per contract, teachers must arrive to school a half hour before school start time. If teachers are going to be late or have an important meeting, a responsible adult in the school must care for the students.
- Ensure all students uphold standards of behaviour.
- Establish appropriate procedures for monitoring students when they need to leave the classroom. Know where your students are when they are not in the classroom.
- Elementary school children should not be left unsupervised at any time.
- Supervise students during class time and assist in monitoring the corridors and washrooms.



- Escort students to and from special classes, lunch, recess, and Assemblies or other special events.

High School teachers do not need to escort student unless otherwise indicated in an Individualized Education Plan (IEP) for a student.

- Parents and other volunteers approved by administration and with Background Record Checks conducted by the school may relieve staff of some supervisory duties. Teachers should reinforce with students the need to show respect to these helpers.

- Adhere to “in-the-area-supervision” which means that while any supervisor may not be able to see all of the students at one time, the students know where the supervisors are and can contact one if necessary.

- Students may not use the telephone except with teacher permission. High School students may not use mobile phones in school as per Egyptian law.

- Fun and safe recesses and lunch times require active teacher interaction. Be aware of and accessible to students for the duration of the duty. Keep discussions with fellow supervisors to a minimum. Supervisors are expected to assist the students in being moderately to vigorously active during recess and lunch time.
- Parents are reminded that although staff is in the building a half hour before the start time of the school, they are busy preparing for the day and there is no assigned supervisor for their child before the start of the school day. Parents of elementary school children must drop off the child to the school and pick them up after school from pick up points.
- During Excursions teachers must ensure appropriate levels of supervision are planned for all student excursions, including local excursions. A risk analysis must also be completed and approved by Head of School BEFORE the trip may be organised.
- Students must always be supervised while using the swimming pool.
- Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools.

Parent responsibilities and roles in supporting student supervision arrangements

Parents and carers are responsible for the care and supervision of students:

- travelling to and from school
- outside the times of school supervision before and after school.



Students who are still at school 10 minutes after dismissal are to wait in the lobby by the office. There is no supervision on the playground, gym, or classrooms for students after school.

This policy will be reviewed regularly to ensure it still meets the needs for the RCS and whether any amendments are required to be made.