



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

PROCEDURE 407 Supervision of Students

Section: Students

Dates of Revisions: May 12, 2004, June 13, 2018

Date of Adoption and

Resolution Number: November 13, 2019 – 137/19

1. Conscientious supervision of students is mandatory at all times, including during all co-curricular and extra-curricular field trips.
2. Parent/guardian and/or community member participation in field trips to augment supervision is generally encouraged and in some cases necessary.
3. Circumstances determined by the principal may warrant increased levels of supervision according to the age, maturity, knowledge and skill of the students, and the nature and inherent risk of the field trip.
4. Volunteer supervisors must:
 - a. be screened by the principal or designate for suitability, and be advised of the expectations of their role as outlined in Board Policies 140, 3100, 407 and 410;
 - b. have passed a vulnerable sectors check
 - c. be aware of behavioural expectations outlined in applicable school codes of conduct;
 - d. have reviewed rules and safety procedures established by the teacher supervisor/sponsor/coach
 - e. be competent to deal with emergencies that might arise;
 - f. not consume alcohol or other mood-altering substances (as identified in Policy 310) while supervising students
5. Student behaviour is governed by the school's code of conduct.
6. Levels of adult to student supervision ratio should range from 1:10 to 1:15 and may vary, at the discretion of the principal, depending on circumstances.

7. Supervision levels, based on the level of risk generally associated with an activity, on the age/grade/developmental levels of student participants are as follows:
- a. **Day Trip Primary K-Grade 3** (activity has minimal inherent risk e.g., walking field trip) -- one (1) teacher supervisor per class and one (1) approved supervisor.
 - b. **Day Trip Grade 4-12** (within catchment area and activity has minimal inherent risk e.g. walking field trip, curricular group run) -- one (1) teacher supervisor.
 - c. **Day Trip** (activity has minimal inherent risk, e.g. guided tours, museum, art gallery, public performance) -- one (1) teacher supervisor per class and one (1) approved supervisor.
 - d. **Day Trip** (activity has an increased level of inherent risk, e.g., skiing, kayaking, swimming, canoeing, and wilderness experiences) -- one (1) teacher supervisor and one (1) other employee of the Board and one (1) approved supervisor.
 - e. **Day Trip** (activity related to a Special Education Program) Special Education Assistant may assume sole or primary supervision responsibility to accommodate the out-of-school program needs of a student(s) with special needs -- adult to student ratio to be determined by principal or designate.
 - f. **Overnight Indoor** (activity has a higher level of inherent risk due to extended absence from school and home, e.g., secondary extracurricular activities, athletic, band, or club tours) -- one (1) teacher supervisor and one (1) other approved supervisor.
 - g. **Overnight Outdoor** (activity perceived as having a much higher level of inherent risk due to nature of activity, e.g., wilderness hike, camping) -- one (1) teacher supervisor and one (1) other employee of the Board supervisor and one (1) other approved supervisor.
 - h. **All overnight excursions** must have at least one (1) teacher and one (1) adult supervisor. All overnight co-educational excursions require the supervision of both male and female adult supervisors.
 - i. **Out-of-Province, Out-of-Country** (activity perceived as having a higher level of inherent risk due to increased travel complexity and distance, e.g., cultural exchanges, athletics, band tours) -- one (1) teacher supervisor and one (1) other employee of the Board.

When deemed appropriate by the principal, in consideration of the activity being supervised, the requirement for a teacher supervisor may be replaced by approved adult supervisor.

8. Students participating in overnight co-educational activities must be supervised by adults with corresponding gender assignments.

9. Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association). In areas where certificates are not issued, competency may be recognized by the leader's peers, by virtue of experience and demonstrated expertise in the activity.
10. The principal must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors.
11. The principal or designate will ensure that he/she is available to the field trip supervisors, if necessary, to attend to emergencies that arise during field trips.
12. All trips will be planned in consideration of standards of practice of YouthSafe Outdoors.

References:

- School Act, Secs. 17, 175(1)(c)
- School Regulation 265/89, Secs. 4(1)(b), 5(7) (g)
- Collective Agreement, School District No. 64 (Gulf Islands), Articles 23 and 25.
- Policies 140, 3100, 407 and 410
- YouthSafe Outdoors