

Policy Name	Student Supervision Policy
Policy Number	
Date Created	January 2025
Date Revised	
Date of Implementation	January 2025

Purpose:

The health and safety of the students entrusted to our care is a top priority for the staff, administration, and Board of OneSchool Globa. We believe that students thrive in a safe and nurturing environment, and to support this, we are committed to providing adequate supervision and maintaining a secure physical setting for all students.

GENERAL SUPERVISION AND STUDENT SAFETY REQUIREMENTS

- (a) Employees scheduled to exterior, grounds, or parking lot supervision duties must wear a high visibility vest.
- (b) All employees and regular volunteers will have a document on file indicating that a Criminal Record Check has been conducted on them within the last 5 years.
- (c) All visitors to the school are to report to the campus office.
- (d) First aid supplies are updated as needed and inspected regularly.
- (e) At least three teachers and one administrator or office staff at each campus has a current First Aid certificate.
- (f) Attendance procedures are designed to ensure each child's safe arrival at school. Office staff contacts the home for any student who is late or absent from school without advance notice.
- (g) Students are to remain on the school property unless given permission to leave.
- (h) Students will only be given permission to leave the school property if supervision of the students involved has been ensured.

It is expected that students will normally be taken to and from School by car or by a School-provided bus. If younger students are walking from home to School, parental supervision is expected at all times. Students must not be dropped off at School any earlier than 20 minutes before start time. They should be picked up within 10 minutes of dismissal time with consideration for staff who cannot leave until all students have left the Campus. The School will not be responsible for students outside of these start and dismissal times, unless by specific arrangement.

Parents/guardians are expected to drop off and pick up students in the designated areas, and designated areas must be used when parking cars. It is a requirement that where "drop off/pickup" areas are provided, these be used in such a way so as not to obstruct traffic flow.

The Principal at OSG holds the responsibility for the overall organization, management, and oversight of the school. The Principal will develop supervision schedules, assign duties, and manage all teaching staff in a way that aligns with their employment conditions.

Teacher Responsibilities

Classroom teachers are responsible for the discipline, health, and safety of students while they are within the school building and participating in school events, both before and after school hours. Teachers are expected to provide daily supervision throughout the week.

Teachers are responsible for, but not limited to:

- Providing direct supervision during lesson times.
- Supervising students during transitions between classrooms.

- Overseeing students at all assemblies (before school, after school, lunch recess, and dismissal).
- Supervising students during field trips.
- Ensuring no students remain in the classroom without supervision.
- Reporting any serious accidents or incidents to the Principal.
- Actively circulating in designated areas or common spaces during duty times (morning, lunch, or after-school).
- Ensuring staff presence and supervision during all extracurricular activities.

Before and After School Supervision Requirements

Teachers are assigned specific supervision zones and must ensure they are highly visible, able to observe all areas, and punctual. The Principal of OneSchool Global will open the front door at 8:00 a.m. Students arriving will be directed to enter through the front door and proceed to their morning classes. Staff will be on-site and ready for duty by 7:45 a.m.

Students remaining on campus after 3:30 p.m., who are not participating in a specific activity such as teacher support or tutoring, must either be in a classroom with direct teacher supervision or in the school foyer. Students are not permitted in other areas of the school unless engaged in a school-sanctioned activity with appropriate supervision.

Lunch Time Supervision

Students are permitted to eat in any designated area during lunch.

Morning	Monday	Tuesday	Wednesday	Thursday	Friday
Outdoors In front of gym doors (eyes on gate)	Steven	Shivali	Raksha	Michael	Brian
Outdoors in front of school & vehicles	Karina Michelle	Karina Michelle	Karina Michelle	Karina Michelle	Karina Michelle
Indoors Primary Wing	Shivali	Michael	Shivali	Keith	Angela
Indoors Secondary Wing	Brian	Raksha	Michelle	Karina	Michael

Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
Primary	Karina	Karina	Karina	Karina	Karina
Secondary	Michelle	Michelle	Michelle	Michelle	Michelle

- If one SSA will cover

After School	Monday	Tuesday	Wednesday	Thursday	Friday
Outdoors In front of gym doors (eyes on gate)	Brian	Shivali	Raksha	Michelle	Michelle
Outdoors in front of school & vehicles	Karina Michelle	Michelle Michael	Michelle Brian	Karina Steven	Michelle Brian
Indoors Primary Wing	Shivali	Shivali	Shivali	Shivali	Raksha
Indoors Secondary Wing	Raksha	Raksha	Steven	Raksha	Michael

PLAYGROUNDS AND UNSTRUCTURED PLAY AREAS

- (a) Students will only use play areas that are safe from moving traffic
- (b) When beginning supervisors must conduct a brief inspection of playgrounds and play areas for hazardous materials
- (c) Playground equipment inspections occur semi-annually.

School Activities and Field Trips

The Principal is responsible for ensuring students are appropriately supervised during all school activities and field trips. Supervision plans will be developed for each activity or field trip based on the nature of the activity and the level of potential risk involved.

General Supervision and Student Safety Requirements

1. Employees assigned near the parking lot must wear a high-visibility vest.
2. Supervisors must remain visible and actively engaged within their designated supervision zones.
3. All visitors to the school must report to the campus office upon arrival.
4. First aid supplies should be regularly inspected and updated as needed.
5. At least one staff member must have a current First Aid certification.

Field Trip Supervision

For Level 1 routine field trips at OneSchool Global, the required supervision will depend on the number of students. For smaller groups (20 students or fewer), one adult supervisor will be sufficient. For larger groups, two or more supervising adults may be required, depending on the number of students, the group size, and the nature of the activity.

The lead teacher must take the red safety duo-tang, which contains contact and medical information. One teacher must have a valid First Aid certification and ensure access to, or possession of, a basic first aid kit on-site.

Supervising teachers and staff are expected to:

- Designate an alternative support teacher (in case of emergencies) and a responsible student before departing.
- Maintain awareness of student locations at all times.
- Regularly check attendance, such as at the start of the trip, before leaving any premises, before changing venues, and after any dispersal of students during activities.
- Be reachable by phone by the school's Principal.
- Report any incidents or accidents, including minor scrapes, falls, bruises, or minor behavioral issues, to the school administration upon returning.
- Report any serious incidents immediately to the school administration or principal via phone, after ensuring the health, safety, and security of students. Serious incidents may include medical emergencies requiring medical attention, missing students, property damage, or significant behavioral issues.

*One staff member will be allocated to a student who has an epipen. Location of epipen must be known at all times.

Reference(s):	Approved by: Board of Directors Date Approved:
Cross-reference(s):	Date(s) revised: