



CHAOPYIN BILINGUAL SCHOOL

SECTION	General School Administration
POLICY NAME	Student Supervision (at school and on field trips) Policy
POLICY NUMBER	417
RELATED POLICIES	416 Student Safety Policy, 418 Field Trip Policy
DATE CREATED	January 20, 2020
DATE REVISED	August 23, 2023
DATE IMPLEMENTED	September 1, 2020

Rationale:

At Chaoyin Bilingual School appropriate supervision is essential to maintain a safe environment for the students under our care. Provisions of adequate supervision is the single most important factor in developing a risk management plan for our school. Some educational activities undertaken by our school may have inherent risks, but effective supervision is the key to reducing risks to acceptable levels.

Policy:

All Chaoyin Bilingual School staff (teaching and non-teaching) will have a general supervision responsibility during school time and at any school function, whether on formal duty or not, and students are required to comply with this authority. School rules apply at all school functions even when they occur off school grounds or outside of the regular school day. Students will be reminded that they will be held responsible to the school from the time they leave home before school until the time they arrive home after school.

Implementation:

Morning Supervision

Supervision by two teaching staff begins at 8:40am. Upon arrival, students are to proceed to their classroom. Parents are not to send their child(ren) to school before 8:40am unless they intend to stay with the child(ren) until a supervisor arrives.

During School Supervision

Each Chaoyin Bilingual School student will be under the care of no less than one adult staff member at any point during the school day. (In the event where a student and a staff member need to be alone, all reasonable efforts will be made to allow for the opportunity for visual contact by a second staff member). Supervision by two teaching staff happens in all areas accessible to students in the building during the lunch break.

After School Supervision

Chaoyin Bilingual School ends at 3:00pm. Parents are expected to either:

- Pick up their child(ren) promptly from the school at 3:00pm
- or
- Sign up their child(ren) in Chaoyin's After School Programming, which commences at 3:00pm and runs until 5:30pm

There is no outside supervision after 3:00pm