

It is the responsibility of the Division to ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.

For more information on supervision during off-site activities see Administrative Procedure (AP) 60-03 Field Trips, Excursions, National and International Tours and AP 60-14 Off-Campus Education.

AP 60-16 Extracurricular Activities, Supervision and Coaching defines the guidelines for extracurricular activities.

Expectations for Supervision

1. To supervise means to watch over students to ensure they are attended, acceptably behaved, and safe.
 - 1.1. It is understood that supervision cannot be expected to achieve constant 'eyes-on' each student.
 - 1.2. Therefore, all efforts to manage risk must be undertaken ahead of time.
 - 1.3. This includes, but is not limited to physical space management, and assignment of supervision duties. This is undertaken with consideration of the age of the students and the type and extent of the activity.
2. A teacher, while providing instruction or supervision, must maintain, under the direction of the principal, order and discipline among the students while they are in school or on school grounds and while they are attending or participating in activities sponsored or approved by the Division.
3. School staff must supervise students under their care at all times, whether on or off school property, and until parent/guardian or other Division staff resumes supervision.
4. Volunteers: Principals must ensure that volunteers are not assigned the sole responsibilities for the supervision of students. Depending on the level of risk, a teacher must be either with the volunteer or readily available to the volunteer if the need arises.
 - 4.1. *Please note that certificated staff is responsible for all student-related activities carried out by school volunteers.*
 - 4.2. Examples:
 - 4.2.1. Volunteers may be used to assist supervision of students throughout the school day, both in the building and on playground areas, and at field trips and after school activities *provided* there is sufficient teacher presence.
 - 4.2.2. Volunteers running a school art club: a teacher needs to be available or nearby to assist as requested; the teacher would let the volunteer know exactly where they are and the teacher should occasionally check on the group.

Reference

[Education Act](#)

[Policy 19 Welcoming, Caring, Respectful and Safe Learning Environment](#)

[AP 40-60 Volunteers in Schools](#)

[AP 60-03 Field Trips, Excursions, National and International Tours](#)

[AP 60-14 Off-Campus Education](#)

[AP 60-16 Extracurricular Activities, Supervision and Coaching](#)

[Form 6-03-C: Informed Consent/Permission for Extra-Curricular or Co-Curricular Trips, Field Trips and Excursions](#)

[Form 3-24-A: Facility User Agreement](#)