



# Elizabeth Buckley School

1309 Hillside Avenue, Victoria, BC, V8T 2B3 TEL: 250.995.6425 | FAX: 250.995.6428

## **EBS Supervision Policy**

Elizabeth Buckley and Hands On Summer Camp Society's Supervision Policy provides guidelines to ensure students' safety. Supervision should be preventive in nature and measures should be taken to eliminate any situation that could threaten the students' safety. The safety of our children is of primary concern.

### **SUPERVISION RESPONSIBILITIES**

#### **Supervising staff are to:**

- maintain a minimum 1:16 adult-to-child ration on the playground at all times;
- keep students in sight at all times;
- maintain order and safety;
- encourage a positive atmosphere;
- anticipate potential dangers and initiate preventive action;
- assist in applying school rules and inform Principal when school rules have been violated;
- immediately address any reported incidents of bullying or violence and relay information about the incident to the Principal as soon as possible;
- ensure that students remain within the limits of the designated areas;
- remain at all times with the students to be supervised, circulate in the school yard within the assigned zones, distribute supervisors evenly throughout the playground;
- exercise understanding, good judgment, impartiality, an absence of discrimination and set a good example;
- implement preventive intervention measures in school yard:
  - circulate in the yard;
  - walk to large groups being formed;
  - look around even when talking to students;
  - immediately stop play-fighting;
- report any debris or damaged equipment to the administration.



# Elizabeth Buckley School

**STEAM**

1309 Hillside Avenue, Victoria, BC, V8T 2B3 TEL: 250.995.6425 | FAX: 250.995.6428

**In discipline situations, it is expected that all staff will:**

- respect the EBS policy and procedures;
- use non-physical means of disciplining students;
- use a calm, professional and respectful voice when addressing students;
- avoid undermining colleagues' decisions and judgment (especially in the presence of students). Should a colleague's actions provoke concern, the matter should be brought to the attention of the Principal;
- (in the case where the child of a staff member attends the school) the staff member is to respect the boundaries as per their role as an employee. If needed, to follow up on their child's progress, they should make an appointment with the appropriate teacher or staff member.

For all discipline incidents, an incident report shall be filled out and submitted to the Principal.

**While on duty/ supervision, the use of cell phones (texting or calls) is prohibited, unless for an emergency.**

## **HEALTH EMERGENCIES**

### **Major injuries:**

In the case of serious injuries which require the student to remain still, the staff person first on the scene administers first aid if trained, or sends for someone trained and remains with the student until first aid procedures are under control. Staff will ensure that the Principal is advised as soon as possible.

### **Minor injuries:**

Staff will send the student to the office for treatment, accompanied by a senior student.

After any first aid is given, a first aid report shall be filled out and submitted to the Principal.