

NLSchools refers to all public K-12 English schools and school-related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

Student Supervision

Policy Statement

The Department of Education provides for the supervision of students in accordance with the [Schools Act, 1997](#) and the [Safe and Caring Schools](#) policy.

Background

Student supervision is critical to ensuring a safe, caring, orderly and inclusive learning environment. School administrators, teaching staff, other employees, and adult volunteers are responsible for monitoring students to ensure safety and to promote positive behaviour.

Scope

This policy is applicable to all school administrators, teaching staff and other employees within NLSchools, and adult volunteers approved by the school administration.

The responsibilities for supervision extend to all activities within the school and on school-related property, during field trips, or during any school-sponsored event. The supervision of students while travelling on a school bus to and from school is addressed separately under [Student Transportation Policies](#).

Definitions

Non-instructional time

Non-instructional time is that time before actual classroom instruction begins or after actual classroom instruction ends. It occurs at transitional times before and after school and during recess and lunch breaks. It also takes place during any unexpected

occurrences such as emergency evacuations.

Policy Directives

1. The school administrator shall establish and approve a schedule of supervisory duties for teaching staff so that continual supervision of students within the school building and on school grounds can be maintained throughout the school day.
2. In line with the administrative procedures for this policy, the school administrator can determine the need for supervision and change the schedule in order to ensure the safety of students.
3. Supervision of students during instructional time is the responsibility of the classroom teacher(s) assigned to each group of students.
4. Supervision during non-instructional periods commences prior to the instructional session(s), is conducted over recess and lunch breaks, and extends until students depart school property. Supervision includes the loading and unloading of students from buses.
5. Supervision duties shall clearly indicate the areas to be supervised.
6. Supervision extends to athletic events, approved excursions off school property and any form of extracurricular activity. See also [Student Travel](#) and [School Athletics](#) policies.
7. The lead supervisor for all school-sponsored events shall be a teacher who is under contract with the department.
8. The school administrator approves all volunteers as per the NLSchools [Volunteers in Schools policy](#), and volunteer services can only be provided for activities and events for which a teacher supervisor has been assigned.
9. In preparation for emergency evacuation situations, the school administrator shall arrange specific supervision schedules for students with special needs.

Administrative Procedures

1. Supervision on School Grounds

- 1.1. The school administrator is expected to construct a schedule of supervisory duties so that continual supervision of students within the school building and on school grounds can be maintained. The school administrator shall take into consideration the number, age, and abilities of students; facilities and equipment, and areas which may pose elevated risk. The school administrator can change the schedule as the need arises, in order to ensure the safety of students.
- 1.2. Supervisory duties include the loading and unloading of school buses and alternate transportation vehicles. School administrators must ensure adequate supervision of students during the arrival of school purpose transportation vehicles, until the last school purpose vehicle leaves the school grounds at the end of the day.
 - a) The responsibilities of staff, contractors, students, parents or guardians during student travel to and from school, by school purpose transportation, are outlined in the Busing and Alternate Transportation Policies and Student Transportation Handbook.
 - b) The school administrator is responsible for addressing issues of a programming or behavioural nature that arise on school purpose transportation. Matters affecting the health, safety and well-being of students, staff and volunteers when travelling to and from school or to and from school-related activities are to be reported to the school administrator at the earliest opportunity.
 - c) Bus drivers are to provide written reports regarding any issues that occur on a bus to the school administrator for assessment and response.
- 1.3. Supervisory duties also include the supervision of students during unstructured times such as prior to the commencement of classes, during recess and lunch, and at the end of the school day and after the dismissal of classes. The level of supervision must be commensurate with the age of the students and level of risk to which the students may be exposed. It is recognized that K-6 students will generally require a greater level of supervision than 7-12 students.
 - 1.4.1. Schools should annually communicate supervision times and the expectations, rules and procedures for unstructured time to students and parents or guardians.
 - 1.4.2. Parents or guardians are not permitted to drop off students at school

before regular supervision times commence, without prior authorization from the school administration.

14. Supervision of students during instructional time is the responsibility of the teacher(s) assigned to each group of students.
15. K-6 students must remain on school grounds or in school during recess and lunch periods, unless otherwise arranged by the school (e.g., lunchtime busing) or the school administrator approves and there is written parental consent for them to leave. Grades 7-12 students may leave the school grounds during recess and lunch periods, unless otherwise determined by the school administrator in consultation with the school council.
16. Student assistants, specialists or unassigned (non-homeroom) teachers should be assigned as necessary to assist students with special needs during emergency evacuations.

2. Field Trips/Excursions, Co-Curricular and Extra-Curricular Activities

- 2.1. For the purposes of this policy a field trip/excursion is defined as a group trip that is arranged to allow for first-hand observation (e.g., trip to a museum), or participation in a curricular, co-curricular or extra-curricular activity. Field trips/excursions are approved, school-related activities that take place off school grounds. They include activities where students walk to a destination, as well as where students travel overnight for an activity or competition.
 - 2.1.1. Students participating in Physical Education and other programs may occasionally go on properties adjacent to a school as part of a class activity (e.g., snowshoeing, skiing, or running on trails). These activities, which would normally be for the duration of a class period, are not considered field trips for the purposes of this policy. However, it is recommended that schools notify parents upfront about school programs that may involve students going off school grounds to adjacent properties from time to time throughout the year. Physical education teachers should also notify the school administrator of this practice.
- 2.2. NLSchools expects the highest standards of supervision for students on a field trip/excursion, regardless of the age and grade level of participants, or the distance travelled.
- 2.3. The school administrator must approve all field trips/excursions for their school.
- 2.4. The use of alcohol and illicit drugs by adult supervisors on a field trip/excursion is strictly prohibited. NLSchools Cannabis and Tobacco-Free policy will also

apply to field trips/excursions.

- 2.5. The school administrator shall ensure that the lead supervisor for any field trip/ excursion is aware of their role, responsibilities and limitations; knows who they report to, and who to contact in case of emergency, and are familiar with relevant school policies.
- 2.6. An educator (teacher, program specialist, Director of Schools or NLSchools staff person) who is under current contract with NLSchools shall be assigned as teacher-sponsor for each group and/or field trip/excursion. The teacher-sponsor is responsible for overseeing the activity; serving as the go-to person for other adult supervisors, and ensuring appropriate forms are completed, etc. Parents or guardians must be advised who the teacher-sponsor is for each group and field trip/excursion. The school administrator may approve as a teacher sponsor:
 - 2.6.1. A teacher who is on the substitute list, and with whom the school administrator is familiar and has full confidence in their ability to perform the role.
 - 2.6.2. Another experienced staff person with whom the school administrator is familiar and has full confidence in their ability to perform the role.
- 2.7. Notwithstanding section 2.6, there are situations where a teacher-sponsor must be an educator under current contract with NLSchools, such as:
 - 2.7.1. When the team or group activity involves an overnight stay.
 - 2.7.2. When the activity is deemed by the school administrator to be high risk such as downhill skiing/snowboarding, hockey, and rugby.
- 2.8. A record must be maintained of the students who go on a field trip/excursion, and they must be accounted for upon arrival at their destination and upon their return.
- 2.9. Any volunteer who assists with school-sponsored activities and events must be approved as a volunteer by the school administrator in accordance with the Volunteers in Schools Policy.
- 2.10. It is expected that a teacher sponsor will be on site or accompany school teams and groups for practices and rehearsals, and for travel to other schools for inter-school events and competitions. However, it is recognized that a teacher sponsor may not be available in every instance.

- 2.10.1. Where a teacher sponsor is not available for direct supervision, a lead volunteer may be appointed to supervise the activity. This would be the exception rather than the norm, and is limited as follows:
 - 2.10.2. There are a minimum of two volunteers (including lead volunteer) per activity or field trip/excursion, regardless of the number of participants.
 - 2.10.3. Volunteers supervising students must be at least 21 years of age and at least one of them must be 25 or older.
 - 2.10.4. A volunteer may be permitted to supervise activities that are on-site (e.g., practices), or within the local area and a reasonable commute, as determined by the school administrator.
 - 2.10.5. The volunteer has received orientation appropriate to the position and the volunteer's responsibilities, limitations/authority and to whom they report has been clearly communicated. The volunteer has also been informed of relevant policies, including emergency procedures and protocols.
 - 2.10.6. Parents or guardians have been informed that the activity, group or field trip/excursion is being supervised by a volunteer and have signed a consent form.
 - 2.10.7. The lead volunteer is knowledgeable in the given activity and has experience in working with youth. For sports, at least one of the volunteers has coaching experience and possesses - or is working towards - specific credentials, such as a recognized coaching certificate.
 - 2.10.8. As per 2.7, volunteers cannot lead overnight activities or activities deemed high risk.
- 2.11. When determining appropriate supervision for a field trip/excursion, the school administrator will take into account the health, safety and security of students, staff and volunteers who are participating, and consider the following:
- 2.11.1. The nature of the activity;
 - 2.11.2. Equipment used;
 - 2.11.3. Location; and
 - 2.11.4. The ability, experience, characteristics, number, and ages of the student participants.
- 2.12. Based on 2.11, the school administrator will ensure that sufficient chaperones

are assigned to accompany students on trips away from the school. General guidelines for trips **inside** the Province of Newfoundland and Labrador are outlined below:

- i. **PRIMARY:** A minimum of 1 teacher for every 27 students. In total, it is recommended that there be 1 adult chaperone for every 6 students. For example, if a class of 29 Primary students is going on a field trip, the guideline would be 2 teachers and 3 other adults/volunteers.
- ii. **ELEMENTARY:** A minimum of 1 teacher for every 28 students. In total, it is recommended that there be 1 adult chaperone for every 10 students. For example, if a class of 29 Elementary students is going on a field trip, the guideline would be 2 teachers and 1 other adult/volunteer.
- iii. **INTERMEDIATE:** A minimum of 1 teacher for every 35 students. In total, it is recommended that there be 1 adult chaperone for every 15 students. For example, if a class of 37 Intermediate students is going on a field trip, there should be 2 teachers and 1 other adult/volunteer.
- iv. **HIGH SCHOOL:** A minimum of 1 teacher for every 40 students. In total, it is recommended that there be 1 adult chaperone for every 20 students. For example, if a class of 37 high school students is going on a field trip, there should be 1 teacher and 1 other adult/volunteer.

2.13. Out-of-province travel requires an increased level of vigilance and supervision. A minimum of 1 teacher for every 8 students for Grades 9 and below, and a minimum of 1 teacher for every 12 high school students. Any other adult chaperones would travel in addition to the required number of teachers.

2.14. As per the requirements of sections 2.12, and 2.13

- 2.14.1. Any in-province trip involving an overnight stay will have the appropriate complement of chaperones, and will represent the gender diversity of the student group. For example, a girls' volleyball team travelling with a male teacher as coach would require a female adult chaperone as well. (Minimum 1 teacher)
- 2.14.2. Any out-of-province trip will have the appropriate number of teacher chaperones, and will represent the gender diversity of the student group. For example, a girls' volleyball team travelling with a male teacher as coach would require a female teacher chaperone as well. (Minimum 2 teachers)

- 2.15. Supervision of students with exceptionalities will be in addition to any minimum teacher-student ratios established by the school or NLSchools and will reflect the needs of students.

- 2.16. Field trips requiring an overnight stay shall normally be limited to students in Grades 6 and above, except where approved by the relevant Director of Schools.