



EV-S.2324

**Student
Supervision
Policy**

December 2024

**EVEREST
SCHOOL**

EVEREST SCHOOL





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EV-S.2324 Student Supervision Policy

1. Objective

The supervision policy at Everest Schools is fundamental in establishing the foundation for a safe and nurturing school environment. It is built on a set of guidelines and principles designed to ensure the safety, health, and well-being of students throughout their school day. This policy applies to all school staff, ensuring a consistent and systematic approach to student supervision.

The role of supervision goes beyond mere oversight of students; it also encompasses the responsibility of providing a framework that fosters learning, personal growth, and student protection. Considering the diverse range of school activities (lessons, recess, breaks, school trips, etc.), the policy outlines the responsibilities of each staff member and the protocols to follow to ensure proper supervision.

The primary goal of this policy is to create an environment where students feel safe and supported, both physically and emotionally. Supervision is tailored to meet the needs of each student group, taking into account their age, specific educational requirements, and the potential risks associated with certain activities. Particular attention is given to vulnerable students or those with special needs, ensuring they receive enhanced protection.

This policy covers the entire school day, from the students' arrival in the morning to their departure in the afternoon, including all breaks and activities throughout the day. It also addresses specific aspects, such as managing students during meals, supervision during sports activities, and the care of students during school trips.

In summary, the supervision policy aims to establish a framework where each student is not only monitored but also guided and proactively supported, fostering an environment conducive to healthy and secure development.

2. Responsibility and Obligation

The student supervision policy throughout the school day is based on several key principles aimed at ensuring their safety, well-being, and protection. This supervision is provided by all staff, with measures tailored to each situation and activity.

Key Elements of the Policy:

- **Continuous Supervision and Vigilance:** Each staff member is responsible for the safety of the students under their care and must remain consistently attentive to their location and behavior. Supervision is ensured at all times, whether in classrooms, during recess, lunch breaks, or sports activities.
- **Student-to-Teacher Ratios:** Appropriate ratios are maintained based on the students' age and the activities they are engaged in. In preschool, the ratio is 1 adult per 13 students, while in larger classes, it ranges from 1 adult per 20 to 30 students, in line with government guidelines and the school's best practices.
- **Parental Responsibility and Absences:** Parents are responsible for ensuring their children's regular attendance at school. In case of unexplained absences, the school will contact parents for clarification. If a student falls ill during the day, the school will contact the parents to arrange for their pickup.



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- **Attendance Recording:** Attendance is recorded at the start of each session. If a student is absent without notification, a message is sent via the Kinderpedia app. If no response is received, the administration will contact the parents to clarify the absence.
- **Supervision Before and After School:** Supervision responsibilities begin at 8:15 AM, when students arrive at school. No arrangements are made for supervision before this time unless for planned activities. Similarly, there is no supervision after 4:15 PM, except for scheduled evening school events.
- **Building Security and Off-Site Procedures:** Appropriate security measures are in place, and staff are trained at the beginning of the academic year on fire evacuation procedures, safety, and security protocols. It is crucial for all staff members to adhere to these procedures throughout the year.
- **Sports and Practical Activities:** During sports activities, the safety of equipment and the condition of the field, as well as the appropriateness of activities for students' abilities, are priorities. Staff must ensure students do not handle equipment without direct supervision and that they do not wear watches or jewelry during activities.

For practical activities such as Art, Music, and PE, teachers organize and supervise students to ensure their safety during these sessions. Safety remains the top priority, with teachers responsible for monitoring during these activities.

- **Supervision During Recess and Lunch Breaks:**
 - ✓ **Recess:** A sufficient number of staff members is assigned to each play area (playground, sports fields, etc.) to monitor students. Staff members must be visible and accessible in case of incidents or conflicts between students.
 - ✓ **Lunch Breaks:** During lunch, staff ensure that students remain in designated areas (e.g., the cafeteria) and are supervised throughout the period. Students are escorted to the cafeteria in small groups, according to their classes. The school ensures that students are not left alone during this time and that they do not move around without authorization.

3. Supervision of students with special needs

- **Students with Special Educational Needs (SEN):** Students with specific needs, whether related to special educational requirements or a disability, require enhanced supervision. Support plans are implemented for these students, including adjustments in supervision (e.g., an additional adult) to meet their needs.
- **Individualized Monitoring:** Each student with specific needs must be supported individually based on their situation, with regular monitoring of their well-being.

4. Online supervision and use of technologies

Cybersecurity and Cyberbullying: In addition to physical supervision, the school must also ensure online safety. Staff are trained to identify signs of cyberbullying and intervene when necessary. Students must be educated about the risks associated with using technology and social media.



5. Incident Response

- **Incident Monitoring:** If an incident occurs during the school day (accident, conflict, inappropriate behavior, etc.), staff must take immediate action to ensure the safety of students and address the situation appropriately. A staff member should remain with the affected student while others seek assistance.
- **Recording and Follow-up:** All incidents must be documented in the incident log, and follow-up actions should be taken to ensure corrective measures are implemented.

6. Staff training and communication

- **Ongoing Training:** All staff members must undergo specific training on supervision protocols and safety procedures. This includes information on behavior management, emergency response, and student safety.
- **Regular Communication:** The school maintains regular communication with parents and staff regarding supervision expectations, using training sessions, newsletters, and parent-teacher meetings as key channels.

7. Neglect

If a negligence claim is filed against a staff member, it is important to demonstrate that a structured supervision plan exists, is known and understood by all involved parties, and that appropriate vigilance was exercised at the time of the incident.