



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.24 SUPERVISION POLICY – VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: SEPTEMBER 9, 2025	REVIEW FREQUENCY: EVERY 4 YEARS			

BACKGROUND

Richmond Christian School is committed to providing a safe, caring, and supervised learning environment for all students from Kindergarten through Grade 12. This policy establishes clear guidelines for student supervision during all school-related activities on campus, in accordance with British Columbia regulations for independent schools and best practices for Christian educational institutions.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. DUTY OF CARE:

When a parent sends their child to school, it is expected that the school will take reasonable measures to prevent risks of harm within the school environment. The commonly expected practice of the teacher is to act as any reasonable parent would in similar circumstances to protect students from any reasonably foreseeable risks of injury.

2. SUPERVISION LIMITATIONS

The school has a formal supervisory responsibility for a student:

- a. during the time the student is attending school
- b. during the time the student is on the school property while participating in a school sponsored activity
- c. during the time the student is off school property while participating in a school sponsored activity
- d. during a reasonable time before and after a student is on the school property for attendance at a school or authorized participation in a school sponsored activity. It is presumed that a reasonable time means fifteen minutes before or after the activity is scheduled or actually begins or ends.

3. DURING SCHOOL HOURS SUPERVISION PLAN

- a. It is expected that teachers will be in their classrooms when students are in the room except in urgent or emergency situations, and when another school adult is unavailable to cover. Photocopying and other preparations are to be done outside of teaching time.
- b. All teachers, EAs, and parent supervisors share responsibility for outdoor supervision, as assigned by the Principal, at campuses where it is required (specifically the Elementary and Middle Campuses).
- c. Supervisors are expected to be prompt in being present on the outside for their outdoor supervision duties.
- d. Assigned supervisors are expected to be outside whenever children are outside.
- e. The outdoor supervisor on duty must wear a high-visibility vest and carry a cell phone or two-way radio at all times. Teachers must not allow students in Grades K–8 outside unless a supervisor is present.

- f. Outdoor Supervision ratio between adults to students shall be the following:
 - i. Elementary Campus – 1:75
 - ii. Middle Campus – 1:100
- g. Parents may serve as supervisors only if they have received specific training and have been approved by the Principal.

4. BEFORE AND AFTER SCHOOL SUPERVISION PLAN

- a. Parents or legal guardians are responsible for ensuring that arrangements are made for their children to get to and from school. The school will take responsibility for students on school premises 15 minutes before the start of the school day and 15 minutes at the end of the school day.
- b. Students in Grades K - 8 who have not been picked up at 3:30 pm at end of the school day will be sent to the office to wait for their pick-up.
- c. Students are not permitted to play outside without teacher or parent supervision.

5. OFF SCHOOL PROPERTY SUPERVISION

- a. Supervision of students while off school property must follow the guidelines listed in the Off-site Activities Policy (Policy 04.04 & 04.05.01).