



SUPERVISION CHARTER

Reference: AC006

Document prepared by : Management
Revision date : December 2021
Approved by : Principal
Approved on : 7/2/2021
Distribution List : All Staff

This document is subject to change throughout the academic year

TABLE OF CONTENT

I. INTRODUCTION	2
II. COVID-19 ADDENDUM	4
III. STRATEGIC MONITORING PLAN	5
IV. PRIMARY SCHOOL SUPERVISION	5

I. Introduction

Supervision is the mission of accompanying pupils inside and outside the school's premises, which includes the responsibility of ensuring that the conditions for proper conduct of school activities are maintained and guarantee the protection and safety of pupils, in accordance with legal and institutional standards and guidelines.

Pupils' supervision during school hours must be continuous and their safety must be constantly ensured, taking into account the constraints of the premises, the school equipment and the nature of the activities undertaken.

1- Pupils should always be under adult supervision. They cannot be left alone regardless of the circumstances.

2- A supervisor should always be present with the pupils if they are not in class with the teacher on duty, regardless of the circumstances.

3- The times and areas of supervision are clearly defined and must be observed without exception to ensure the safety of the pupils.

4- No change in times and areas of supervision can be made without the prior consent of the school administration.

5- The number of supervisors is defined according to the configuration of the premises and the number of pupils.

6- A teacher should never leave his/her pupils in the yard without making sure that the supervisor is present. If the supervisor is not present, he/she must supervise the pupils until their arrival.

7- If a supervisor on duty is absent or late, he must inform the school administration so that their replacement can be organized.

8- A child kept in class should not be alone and remains under the responsibility of the teacher responsible for his class, or, where applicable, with a supervisor appointed by the administration.

9- In the event of an accident, the supervisor sends the affected pupil to the school clinic accompanied by another pupil for primary and middle school classes. For kindergarten classes, a nanny can be called upon to accompany the student to the school clinic. If this is not possible, the pupils should be gathered together, and the concerned child should be taken to the school clinic.

10- A supervisor on duty can only leave pupils under their responsibility after finishing their scheduled time and handing them to a teacher or another supervisor.

11- The monitoring of an injured child stops only when the child is taken care of by the medical staff.

12- Supervision in the playground must be "effective and vigilant", which cannot be the case if the supervisors on duty are discussing together in a corner of the playground:

- An absent teacher should always be replaced by a colleague for his supervision, even if there is no replacement for the class.
- At the end of recess, the teachers on duty should wait until all the children have returned to their dedicated class: this time (recess) is often the cause of accidents.
- Supervisors are not fulfilling their duty of vigilance and precaution when their focus is in the discussion with another supervisor, which limits their supervision to a small group and prevents them from supervising the activities of all the pupils under their responsibility.
- It is not enough for a teacher or supervisor to give instructions to the pupils under their responsibility; they need to make sure that their instructions are understood and applied.
- Tolerance and the bad example given by a teacher or supervisor are misconducts, as long as this tolerance or bad example can be linked to an act causing injuries to the pupils.

II. Covid-19 Addendum

The precautionary measures set for Covid-19 involve the implementation of the following additional measures when monitoring pupils:

- Pupils in each class should be physically separated from pupils in other classes.
- Pupils must keep a safe distance of 1m between each other and avoid any physical contact with their classmates.
- Elementary and middle school pupils should wear their masks during recess if they are not participating in physical activity.

III. Strategic monitoring plan

The implementation of this plan will have a direct impact on the feeling of safety. This feeling of safety will in turn have an impact on the learning process because the student will be able to:

1. Focus on the tasks at hand
2. Apply the values of tolerance and respect
3. Come to school without fear of bullying or harassment
4. Feel safe everywhere within the school
5. File a complaint without fear of reprisal
6. Know that any complaint will be followed up
7. Ensure academic success

Consequently, this sense of security will be transferred to the teacher because he/she:

1. Can focus on teaching rather than discipline
2. Can help every student reach their full potential
3. Work with pupils who are proud of their school
4. Live in an environment of collaboration and respect
5. Can reduce stress related to work

IV. Primary school supervision

It is important to plan for supervision work according to the zones as for any establishment, but also to plan the rules of use for the games.

A- In the recess area

- Establish the rules of good citizenship expected for the exit of the equipment, the playing areas, if the ball leaves the court and access to this court by a neighbor or a parent.
- Provide the rules for the game module, ball games, hockey...

B-Plan

- It is suggested to provide a diagram that illustrates the places where the supervisors will be moving in the yard in order to avoid a cluster of adults.

C- Schedule

- It is suggested to plan the monitoring arrangements for the more intense hours, both indoors and outdoors (morning entrance, recess, midday entrance, pm exit), and to plan the modalities in case of rain for each of these areas.

D- Safety is everyone's responsibility

- Supervision must be a priority for all adults in the establishment

E- The effectiveness of a plan is not only measured by the number of supervisors, but also by:

- A clear definition of the role of supervisors
- Supervision procedures consistent with the school management

- Planning adapted to the school situation and times of transition
- A functional communication system between the stakeholders