

MEF Active Supervision Expectations

Active supervision is essential to ensure the safety and well-being of children on a school playground and during breaks. Below are some guidelines to promote a safe and enjoyable environment for students and staff:

General Guidelines

- **Constant Presence:** A supervisor should be present at all times the playground is in use. Be sure you are actively supervising, free of distraction and only use phones for emergencies. *If you know you are going to have competing interests that require your attention during supervision, please arrange cover for your duty.*
- **Visibility:** Supervisors should be positioned in a way that allows them to see all areas of the playground. We have two members in our Garden and Early Years Garden so that there can be supervision on multiple sides.
- **Communication:** Supervisors should proactively communicate with students about appropriate behavior and language, and provide corrective feedback when necessary.
- **Crowd Control:** Monitor the number of children playing in one area and manage crowds to prevent overcrowding.
- **First Aid:** Be prepared to assess injuries and administer basic first aid, and call the School Nurse for support when supporting student injuries.
- **Inclusive Play:** Ensure that the activities being played are open and accessible to all children.
- **Weather Conditions:** Adjust supervision based on weather conditions. In the event of adverse weather conditions, the supervisor has the autonomy to make an in-the-moment decision regarding student safety (this could include but is not limited to moving students from sun to shade, closing equipment or an area, and/or moving them from wet environments).
- **Buildings:** students should not be going in and out of the buildings without staff supervision. This also includes students opting to not go to break, they are not be hanging out in the hallway or stairwells without supervision.

Specific Guidelines

Garden

- **Age-Appropriate Activities:** Ensure that activities and equipment are being used in an age appropriate manner.
- **Slides:** Supervise children as they climb up and slide down, and prevent multiple children from sliding at once.
- **Sandboxes:** Check for foreign debris, broken toys/equipment or other hazards in the sandbox. Remind students to keep sand, dirt and debris in the sandbox.
- **Climbing Frames:** Monitor children's use of climbing frames and ensure they are not climbing on top of each other or jumping off.
- **Cushions:** ensure sharing of cushions and use of cushions in a safe manner.

Football Pitches

- **Inclusive Play:** Ensure that all students wanting to participate are able to

- **Players:** Only 10 students (5 on a side) can be on the pitch at a time. If there are more than 10 wanting to play, then the supervisor needs to divide teams and facilitate timed matches so all students are able to participate.
- **Schedule:** Students must follow the posted schedule of allocation, and only those students can use the facility at that time
- **Footwear:** Students must have appropriate footwear (trainers) and clothing to play. students must clean cleats/shoes upon departure from the pitch. This includes scraping off the bottom and dumping out remnants in their shoes.
- **Sportsmanship:** students must show appropriate sportsmanship and respect on and off the pitch. This includes but is not limited to language, aggressive tackles, pushing, and tone of voice. Failure to do so can result in a ban from using the facility.
- **End of breaks:** matches should be ended before the break time ends so that students have time to clean their footwear and return to class in time for their next lesson.

Cafeteria

- **Food and Eating:** Students must have swallowed all their food before leaving the cafeteria, and no food is to be taken outside unless they are in high school and choosing to eat outside. Students should be encouraged to eat a well rounded meal.
- **Noise levels:**
- **Eating conditions:** students should be eating at a table; students should have finished their food before leaving their table. Students should be walking through the cafeteria during transitions.
- **Return of dishes:** all utensils, plates, cups, and food scraps should be returned appropriately. Students shall be instructed to return to clean up if they leave any items behind.

Library

- **Appropriate activities:** students shall be reading or working on class assignments while in the library. There is no food allowed in the library.
- **Noise level:** students should be conversing in volumes that allow for others to study quietly or without distraction.
- **Electronic devices:** shall not be utilized in the library unless it is for academic purposes.

Library Terrace

- **Food and drink:** food should not be eaten on the terrace, water is okay.
- **Clean up:** students also need to be reminded to keep this area neat and clean up after themselves. Students should return all paddles and balls to the table tennis tables upon completion of breaks.

By following these guidelines, we can maintain common expectations and behaviors for all students regardless of the adult supervising.