

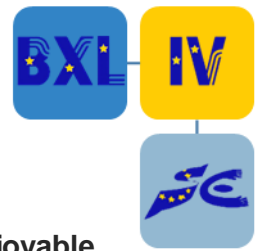


Schola Europaea
European School of Brussels IV (Laeken)

SUPERVISION POLICY

EEB4

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www.eeb4.eu



Supervision Policy

Supervision aims at making the school a safe, healthy, clean and enjoyable environment for our pupils.

The need for supervision in the school originates from the following:

- Making the most of the school premises so that they can be enjoyed and used safely by the pupils;
- Monitoring the pupils' activities so that an adult can intervene immediately if an accident happens or if behaviour or health and safety problems arise.

Supervision tasks should be envisaged as an integral part of the pupils' education. Supervisors must be pro-active in **making the pupils aware** that certain conducts are inadequate and even dangerous to others.

They must be **vigilant and try to prevent issues before they happen**. It is very important to be present in the common areas (playgrounds, corridors, lockers areas, picnic areas, gyms, etc.) and circulate all around the campus.

When and where?

Supervisors assist teachers and educational advisors in looking after the pupils on the school campus at all times.

Supervisors must intensify their efforts inside and outside the school buildings during the **short breaks** and the **lunch breaks**.

Special attention needs to be paid to the **picnic areas** and to the areas where **pupils eat their packed lunch** during the **lunch break**.

It is important to check that all **classroom doors** remain closed when there is nobody inside.

Supervisors must also assist the PE teachers to organise swiftly pupils' **access to changing rooms**.

It is important that supervisors help clear the corridors in between lessons. Supervisors will **make sure that pupils do not skip lessons or arrive late**.

Basic rules for pupils

Supervisors must remind pupils of certain **basic rules**.

Ball games are allowed only in the sport fields and sport rooms. No ball games, no bouncing, passing or kicking balls in the buildings or in the areas where people is passing by. Playing ball games where other people pass by can cause accidents.

No running around in the buildings and courtyard. Again, this can be the cause of an accident.



No rough playing, fighting or bothering other pupils. We want a calm, friendly and relaxed atmosphere where there is **no bullying**.

We all want a **clean school**. Cans, plastic bottles, sandwich wrappings, and left-over food must go to the recycling bins or litter bins. It is very important that supervisors help **maintain a clean school** by **reminding the pupils not to litter**.

School bags and other belongings must not block corridors and exits. In case of an evacuation this could cause a major disaster. Bags should be stored in the lockers. We **do not tolerate theft**. Such behaviour will be addressed accordingly. It is important to have in mind that belongings should not be left unattended.

Pupils must be **respectful with school property**. School furniture, trees and plants must not be damaged.

Smoking is not allowed on the school premises or at the gates. Pupils should also be made aware of the risks for their health.

Carrying or using **illegal substances** in the school grounds or its vicinity will have the most serious consequences.

School Ethos

Supervisors remind our pupils of:

- The school values
- The 7 [KiVa Golden Rules](#)
- The “Nice Kid” manifesto
- Pupils can find all this in their school diary (agenda)

Pupils' involvement

It is very important to bear in mind that **pupils need to cooperate** and be aware that these rules are essential for the proper functioning of the school. Dialogue between supervisors and pupils should be carried out in a cooperative and respectful manner.

Pupils also must see that we all take this very seriously. No pupil will take his share of responsibility if he does not see that we are taking ours. In this sense, supervisors must be role models.



Job description

Safety and wellbeing is at the base of the needs of all children. We would like for our pupils to grow and develop in a welcoming and friendly atmosphere. We would like our pupils to be happy to come to school every day and, when they leave for home, to find themselves even happier. It is important that the school is a well-protected place so that the pupils can find themselves without fears and worries. It is crucial that they feel that we care about them and that we are looking out for them all the time.

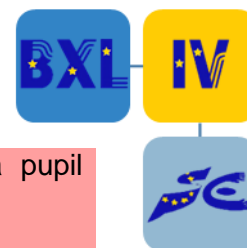
Our pupils need to learn to become responsible citizens. We need to promote everywhere in the school an atmosphere where European values are present: Tolerance, treasuring diversity, respect for the others and for the regulations that organise our school life.

The job of the supervisors consists of assuring a safe, welcoming, friendly and value-present environment under the coordination of the Assistant Deputy Director (nursery and primary cycles) and the Educational Advisors (secondary cycle) responsible for discipline and wellbeing in the school.

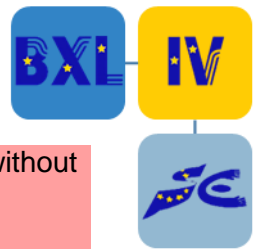
- You will assist the Assistant Deputy Director and the Educational Advisors on a daily basis for supervision;
- You will be in charge of making COVID-19 preventive health and safety measures be respected by pupils on the school campus;
- You will be supervising pupils from Monday to Friday according to the school supervision plan (in the school buildings, playgrounds, in all areas where pupils are eating - i.e. cafeterias, school canteen, *salle polyvalente*, etc.-, in the study halls, in the chill-out rooms, in the gym halls, etc.);
- You will help to organize areas (sport grounds, lockers, chill-out, study halls) when necessary;
- You can replace absent teachers in all the zones of the supervision plan and chill-out rooms or study halls;
- You will be responsible for preventing disciplinary issues to happen by having a visible presence and intervening before incidents occur;
- When incidents occur you will intervene to restore a good atmosphere and will inform the Assistant Deputy Director or the relevant Educational Advisor;
- You will participate in monthly meeting with the Assistant Deputy Director or the Head Educational Advisor, in different training actions during the year concerning: Conflict management, KiVa, anti-bullying, fighting addictions, promoting healthy habits and good mental health, etc.;
- You will keep a vigilant eye so as to detect signs of stress, addictions, mental health problems or others;
- You will help to ensure security of the pupils on the site and deal with them in a constructive and calm way;
- You will write incidents reports and send them to the Assistant Deputy Director or the relevant Educational Advisor;
- You will work under the responsibility of the Director; Deputy Directors, Assistant Deputy Director and Head Educational Advisor.



<u>TO DO</u>	<u>TO AVOID</u>
Always use appropriate and courteous vocabulary.	Raising your voice, making threats, blackmailing. Making insults or discriminatory remarks (racist, sexist, homophobic, anti-Semitic, etc.).
Try to familiarise yourself with the pupils. Ask pupils for their names when you want to talk to them.	Giving nicknames to the pupils.
Be positive and smile. Listen to pupils and be interested in their questions.	Being too familiar, being the pupils' "buddy". Communicating with pupils via social media.
Be attentive to potentially dangerous situations and anticipate any potential threat.	Waiting passively for an argument to break out, for a pupil to put himself in danger.
Intervene firmly but without using force in case of violence between pupils.	Touching a pupil. Except to protect a pupil in danger. Except in case of self-defense or in case of extreme danger. Giving punishments.
Circulate around the school, outside and in the corridors of the buildings. Be vigilant to prevent problems from occurring.	Using your mobile phone, listening to music or keeping earphones in your ears. Sitting for long periods on a bench to monitor.
Maintain a supervisory position facing the group of pupils to be supervised even when you are looking after a pupil.	Turning your back to the group of pupils under your supervision to help a pupil.
Wear suitable clothing. Wear a fluorescent jacket (provided by the school) at all times to be visible on the site.	Wearing military clothing or T-shirts displaying inappropriate messages.
COVID 19: Wear a face mask over your nose and mouth. Remind pupils to use the face mask properly, covering their mouth and nose.	COVID 19: Wearing the mask over the mouth only. Ignoring pupils who do not comply with proper use of the face mask.



<p>Encourage pupils to dispose of rubbish in the bins and to use the proper container (yellow for paper, blue for plastic, etc.).</p> <p>Ask pupils to cooperate in keeping a clean school.</p>	<p>Not saying anything if you see a pupil throwing rubbish on the ground.</p>
<p>Contact the nurses if a pupil is unwell or has been injured.</p>	<p>Sending a pupil by himself/herself to the infirmary.</p>
<p>Know the procedures in place in the school: Evacuation in case of fire, lock down, injury of a pupil, etc.</p>	<p>Improvising in case of emergency.</p> <p>Ignoring the instructions of the Safety and Security Officer.</p>
<p>Report any potential hazards or damaged equipment in the facilities used by the pupils. Inform the Deputy Director for Finance and Administration or fill in this form.</p>	<p>Noticing a potential hazard without reporting it for repair.</p>
<p>All supervisors must work as a team under the guidance of the Assistant Deputy Director or the Head Educational Advisor.</p>	<p>Being individualistic</p> <p>Disrespecting the hierarchy.</p>
<p>Carefully fill in incident reports (legible writing and a sense of detail in the description of the incident that will allow an outside person to understand what happened).</p>	<p>Writing an illegible report too quickly and without proofreading it, without thinking that the person to whom it is addressed may not necessarily be a witness to the scene you are describing.</p> <p>In the case of a disciplinary board, the accuracy of an incident report is of the utmost importance.</p>
<p>Be assiduous, punctual and reliable. Inform the school in case of duly justified absence.</p>	<p>Being difficult to find.</p> <p>Failing to comply with the school rules.</p>
<p>Commit to follow internal meetings and/or training courses offered by the school.</p> <p>Exchange your good practices.</p>	<p>Not attending the meetings/training sessions proposed and refer to a colleague who has attended. It is never the same to receive information first hand or to hear it from a third party.</p>
<p>Encourage pupils to respect school property and keep the school clean.</p> <p>Prevent vandalism. Find out who has committed acts of vandalism.</p>	<p>Easily abandoning the search for those responsible for acts of vandalism.</p> <p>Not ensuring visible results.</p>
<p>Ensure that pupils do not walk alone in buildings or outside.</p> <p>Ensure that pupils are not late for class or skipping classes.</p>	<p>Allowing pupils to walk around the school without asking them why they are there.</p>



Be aware of the eventual specific disposition/behaviour to adopt with pupils with special needs.

Treating pupils with special needs without considering their individuality

Make pupils your allies!

In a multilingual school like ours, pupils can act as interpreters for you to communicate with pupils whose mother tongue you do not speak. Ask for help from a colleague or classmate who speaks that language if you need it.

Continuing to use your mother tongue when you notice that the pupil you are trying to communicate with does not understand you.