

SAFETY SPOTLIGHT

BEST PRACTICES FOR SAFE STUDENT SUPERVISION FOR COMMON SITUATIONS

These guidelines are developed to assist school districts and community colleges in establishing safe, effective, and consistent supervision practices across various settings.

What is Effective Supervision?

- Active presence and awareness of surroundings.
- Consistent scanning, engagement, and positioning to anticipate and prevent incidents.
- Clear visibility and accountability for student whereabouts.
- Understand when the site administrator should be contacted for guidance.
- Immediate access to communication tools (e.g., radios, cell phones, and keys).
- Knowledge of emergency procedures and safe exits including access to AED and first aid kits.

In a Classroom – Teachers and Staff

- Maintain line of sight with all students.
- Ensure staff know individual student needs or behaviors.
- Monitor transitions and minimize unstructured time.
- Avoid creating spaces where students can hide and engage in behaviors that are not appropriate. (Spaces should still be accessible and observable to staff)

On the Playground

- Staff should be spread out and actively moving – no use of cell phones or socializing.
- Use designated zones for high-risk areas (e.g., play structures such as monkey bars, slides, and other areas known to be where students congregate.)
- Intervene early in unsafe behavior or acts that could lead to injuries.

During a Field Trip – Work with Event Coordinator

- Participate in a pre-trip safety briefing.
- Assign specific students to specific adults.
- Bring emergency contact information, medical kits, and portable communication devices.

On a Bus – Work with Driver

- Assign seats if needed for order and safety.
- Train drivers in student behavior expectations and emergency procedures.
- Encourage quiet behavior to minimize distraction.

During Assemblies

- Supervise entry/exit lanes and aisles.
- Staff should be spaced out throughout the group, not clustered together.
- Know assigned emergency exits and evacuation roles.

During Drop-Off and Pick-Up

- Wear high-visibility vests/clothing and appropriate footwear.
- Designate curbside responsibilities and crossing guards.
- Use radios to report traffic, student issues, or emergencies.

Student to Adult Ratios (Recommended)

Student supervision ratios should be based on several key factors, including the students' location, age, and the surrounding environments such as whether the area offers clear visibility or contains physical obstructions. Field trips require specialized supervision plans due to the off-site setting and the specific nature of the activities involved.

Please contact your ASCIP Risk Services Consultant or our Risk Services team at RM_Info@ascip.org for questions or to discuss further.