

Personnel and Employee Relations 7003 Mealtime Supervision	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	Local Collective Bargaining Agreement (LINC) Policy 12 – Role of the Director
	Status:	Operational

Preamble

Schools, parents, and parent associations have raised a growing concern around safety issues related to mealtime supervision. In response, this administrative application addresses the effective schools correlate a safe and orderly climate by establishing basic common principles and practices around mealtime supervision. The Regina Catholic School Division (RCSD) believes in a safe and orderly environment at all times, this administrative application is provided to address mealtime safety.

Application

1. Students Eligible for Mealtime Supervision

Mealtime supervision is provided for all elementary school students that are bussed to school, non-bussed elementary school students of parents requesting mealtime supervision, and all high school students.

2. Staffing Allocations for Mealtime Supervision

Staffing allocations for mealtime supervision will be determined in consideration of the following:

- a. Staffing allocations for elementary school mealtime supervision will be determined on the basis of:
 - i. A ratio of one (1) adult supervisor to sixty (60) students.
 - ii. A ratio of one (1) adult supervisor to every sixty (60) students per floor, where the school facility has more than one floor occupied by students.
 - iii. A ratio of one (1) adult supervisor to every sixty (60) students per separated area, where the school facility has areas distinctly separate from the main school body that are occupied by students.
- b. Support staff allocations for mealtime supervision arising from intensive support program needs will be determined on an individual school basis.

- c. Staffing allocations for high school mealtime supervision will be determined on an individual school basis.

3. Administration of Mealtime Supervision

The administration of mealtime supervision includes the following considerations:

- a. The Education Services Superintendent shall review mealtime supervision requirements for each school.
- b. The principal shall review safety considerations for mealtime supervision and develop necessary plans to address student safety during mealtime.
- c. In connection with 3(b), the principal should:
 - i. Endeavour to arrange for a staff member or adult supervisor to be on call for providing initial support in medical emergencies.
 - ii. Encourage mealtime supervisors to obtain basic First Aid and/or CPR.
 - iii. In the case of elementary school students, develop a system for monitoring attendance at mealtime, in keeping with conditions outlined in 3(d).
- d. Elementary school students remaining at school for mealtime should not leave the school grounds for the entire lunch period unless:
 - i. A note from a parent has excused specific absence of the student.
 - ii. The student is involved in a school activity under the direct supervision of the principal or a teacher.