



Extracurricular Activity Supervision Policy

Approval Date: August 2019

Effective Date: September 2019

1. Policy Statement

Extracurricular activities are a valuable and important part of education programming. Studies have linked involvement in these activities to students' having an increased sense of belonging in their communities and at school and to increased engagement in their learning. Extracurricular activities can also provide opportunities for families and community members to contribute to the school community.

Family and community engagement with schools can help improve student achievement and attendance, and encourage greater community-wide support for schools.

This policy focuses specifically on recognizing who can lead and supervise extracurricular activities for students. It aims to increase opportunities for family and community members to become registered volunteers with schools in their communities. This policy works in connection with other related regional centre for education (RCE), Conseil scolaire acadien provincial (CSAP), and provincial policies, including those involving volunteers.

2. Definitions

extracurricular activities: activities and experiences that do not fall within the scope of the regular curriculum and do not result in academic credit. Activities may occur on or off school property and outside of regular school hours.

registered volunteer: adults, 18 years or older, who are not employees of an RCE or CSAP but who interact with students, or groups of students, within a school or during activities associated with a school, including extracurricular activities. Registered volunteers are approved by school principals and must complete and provide proof of all necessary background checks.

Note: This definition does not include students in the public school system.

3. Policy Objective

This policy supports the ongoing safe and equitable provision of extracurricular activities for students, ensuring they are led and supervised by an employee of an RCE, CSAP, a registered volunteer, or a combination thereof.

4. Guiding Principles

This policy is built on the following guiding principles:

- The safety and security of students should be the first and foremost consideration.
- The involvement of family and community members as registered volunteers in extracurricular activities is valued and important in cultivating relationships between communities and schools.

- Extracurricular activities can be led by an employee of an RCE, CSAP, a registered volunteer, or a combination thereof.
- Inclusion is an important consideration for extracurricular activities.

5. Application

This policy applies to RCEs, CSAP, and all Nova Scotia public schools and associated programs. The directives outlined in this policy replace the directives in existing policies covering the same issue.

6. Policy Directives

School administrators must have access to a range of options respecting supervision to support the availability and delivery of extracurricular activities in their schools.

Principals or their designates may allocate responsibility for supervising extracurricular activities to

- an employee of an RCE or CSAP who has volunteered to lead the activity
- a registered volunteer

Principals must consider all available options for supervising extracurricular activities including employees of RCEs, CSAP, and registered volunteers.

Principals or their designates have the authority to make the final decisions on whether or not to offer an extracurricular activity, who will lead the activity, and the appropriate ratio of adults to students for that activity.

Any registered volunteers who are supporting or leading extracurricular activities must meet all safety requirements and background checks respecting working with students as required by the RCE or CSAP. Registered volunteers must also meet certification and safety requirements set by any organization or body responsible for the oversight of the activity that they are supervising.

School administrators and employees of an RCE or CSAP must ensure that all policies and procedures are followed in conducting all necessary background checks for both employees and registered volunteers assigned to supervise extracurricular activities. These checks must be provided to the school and up-to-date in accordance with policies related to volunteers.

7. Responsibilities

The Department of Education and Early Childhood Development (EECD) is responsible for

- communicating the *Extracurricular Activity Supervision Policy* to the appropriate staff at the RCEs and CSAP.
- ensuring that RCE and CSAP personnel understand their roles and responsibilities related to this policy.

RCEs and CSAP are responsible for

- reviewing and amending policies and procedures related to supervision of extracurricular activities to reflect these directives.

- communicating the *Extracurricular Activity Supervision Policy* to school administrators.
- providing support to school administrators when implementing the policy.

Employees of the RCE or CSAP are responsible for

- adhering to all RCE or CSAP and provincial policies related to extracurricular activities.

Principals and vice principals are responsible for

- ensuring all required policies, procedures, and forms related to supervising extracurricular activities are implemented at the school level.
- ensuring that all employees of the RCEs, CSAP, and registered volunteers participating in or leading extracurricular activities, complete orientation on relevant RCE and CSAP policies and are aware of any necessary information required to ensure the safety of the students they are supervising.
- ensuring opportunities for supervising extracurricular activities are available to teachers and community and family members, and that registered volunteers are supported in schools.
- ensuring that parents of students participating in extracurricular activities are informed about who is leading the activity or activities.

Registered volunteers are responsible for

- completing all processes and forms as required by RCE or CSAP policies.
- acting within the scope of their duties as a registered volunteer with the RCE or CSAP to maintain accident and liability coverage under the School Insurance Program (SIP).
- adhering to any other RCE, CSAP, or provincial policies related to their interactions with students (e.g., student transportation policy, school trip policy, volunteer policy).

8. Monitoring

EECD staff are responsible for monitoring this policy and reviewing it annually. As part of the yearly review, staff may recommend amendments, as needed.

9. References

This policy should be read in context with other policies including those related to volunteers, student protection, school trips, and the transportation of students. Please seek out the relevant policies for your RCE or CSAP.