

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Lunchtime Supervisors

SECTION/CODE:

Personnel A – 12

APPROVAL DATE:

April 13, 2026

SUPERSEDES:

April 11, 2022

NUMBER OF PAGES:

Page 1 of 1

REVIEW DATE:

April 2030

POLICY STATEMENT

It shall be the policy of The Protestant Separate School Board of the Town of Penetanguishene to provide for paid Lunchtime Supervisors, as outlined in Administrative Regulations.

PURPOSE

To ensure the safety and security of students during the snack/lunch/recess periods.

ADMINISTRATIVE REGULATIONS

1. Lunchtime supervisors:
 - a. must be 18 years of age or older;
 - b. must submit a Vulnerable Sector Criminal Reference Check prior to commencement of employment; and every 5 years after the initial check completed. On the years a VSC Reference check is not required, a Criminal Declaration will be required.
 - c. will be required to supervise children eating their lunch, and monitor the playgrounds and classrooms to make sure students are not in unsupervised areas;
 - d. will address minor accidents and incidents and will inform the teacher/administration of any serious incidents or accidents;
 - e. will be informed of any student with life threatening medical conditions (i.e. Anaphylaxis, Asthma, etc.);
 - f. will be expected to keep all matters relating to the school and the students within it confidential.
2. Lunchtime supervision schedules will be determined and assigned by Administration.
3. Lunchtime Supervisors report to the Principal/Vice Principal.
4. In case of emergency when a Lunchtime Supervisory replacement is needed, a current part-time employee may be utilized with school administrators' consultation and approval.