



Guidelines for the Supervision of ISM day students before & after the School Day on Arusha Campus

Introduction

It is the school's responsibility to help ensure that students are safe at all times while on school grounds. Although ISM wants students to feel safe at all times while on campus, there is no assumption made that this is automatically the case simply because they are on campus. Therefore, the school believes that all children on campus need to be supervised by an ISM staff member or another approved adult. For activities led by ISM staff or by ISM-approved partners (see document 'Guidelines for Partnerships with Schools, Organizations and Individuals'), the school ultimately takes responsibility for the supervision of ISM-enrolled children during the standard school day (7.30am-3.30pm on Monday and Wednesday, 7.30am-2.30pm on Tuesday and Thursday, and 7.30am-2.00pm on Friday).

Expectations of Students after the School Day

The following applies to students after the last class of the school day which includes CCAs (2.30pm-3.30pm) on Monday and Wednesday:

- A. Immediately classes finish, students not enrolled on bus transport are expected to be picked up by a family member or designated driver. For younger children, this may involve pick-up at the classroom and for older children this may involve pick-up by the car park.
- B. Immediately classes finish, students enrolled on bus transport are expected to be on the bus no later than 10 minutes after classes finish.
- C. Children enrolled in activities on campus must immediately report to the relevant supervisor.
- D. In the event that transport has not arrived, students must immediately go to reception to report the late arrival. There, they await instructions regarding where to wait and how contact is made with those responsible for their transport home.

Activities considered part of the School Day

Other activities apart from curriculum classes may occur which are considered part of the school day. These classes must meet the following criteria:

- A. The activities are offered by ISM on Tuesday, Thursdays and Fridays.
- B. The activities are offered by a group or an individual who are in partnership with ISM (examples include Umoja, Dutch Language School, German Language School, Music teacher, and TaekWando) and which finish at 3.30pm or before. See document 'Guidelines for Partnerships with Schools, Organizations and Individuals'.

Students are expected to go straight into these activities after the final academic class, or to stay on campus no more than 15 minutes after the academic class ends if they are not participating in another activity.

Activities not part of the School Day

In the event that ISM-approved partners conduct activities which finish before regular classes begin at 7.50am or which finish after 3.30pm, ultimate responsibility for supervising students falls with the partner. The partner has a variety of approaches it can take in the supervision of students participating in its activity. These are:

- A. Supervision by a member of the partner group.
- B. Supervision by a parent(s) under the responsibility of the partner.
- C. Supervision by an external adult specifically contracted by the partner with approval from the school on the choice of adult.

The swimming pool is available for use by families at weekends where the key is available at the security gate. They do so at their own risk and there is no guarantee that a lifeguard, employed by ISM, is available. Agreements may be made in partnership agreements for other groups to use the pool at designated times.

Responsibilities of the ISM-approved Partner after the school day

After 3.30pm, the responsibility for ensuring student and school safety as well as responsible use of school facilities lies with the partner. These responsibilities come under the following domains.

- A. Direct supervision of students by a designated adult (partner/parent/other approved adult). This includes supervision of students on campus after 3.30pm waiting for their activities to begin and those who have finished activities with the partner. This supervision must occur in an area agreed upon with the school.
- B. Direct supervision of students between the time academic classes finish (2.30pm usually and 2pm on Friday) and the time the partner-sponsored activity begins.
- C. If keys are required, they are either left at the end of classes with a designated member of ISM staff or a special agreement is made for keys to be kept by the partner.
- D. If applicable, all rooms, windows and gates are locked securely before leaving campus. In the event that the facilities used are not safely secured, all responsibilities for replacing lost or damaged items as a result will be on the partner. In addition, all responsibilities for securing the premises will be on the partner which means that they will need to return to school to lock the facilities if called upon to do so.
- E. All relevant indoor and outdoor facilities are left in a suitably clean and appropriate state. All areas of the school in which some or all of the students may be present need to be left in a suitably clean and appropriate state before departing campus. Such areas might include the Performance Area, the waiting area by the car park in front of the school, the car park, and bathrooms.
- F. All relevant materials and other resources are left in a suitable condition after the classes finish.
- G. No student activity is allowed on campus after 6.30pm except under special circumstances agreed upon between the school and the partner.

Supervision of students at special school events

For special events occurring during the school day, the responsibility for supervising children lies with the school.

For ISM events which occur on the school campus after the school day (such as drama productions, dances, musicals and sports competitions), and which encourage or require the participation of ISM students, the responsibility for supervising these ISM students lies with the school.

For events organized by the partner which occur on the school campus after the school day (such as Umoja recitals and other community performances), the responsibility for supervising students lies with the partner.

Some community events may occur which are organized by ISM and which are open to the wider community. Although the responsibility for supervising students lies with the parents and guardians, the school has to help ensure that all members of the audience have an opportunity to view the performance in appropriate conditions and comfort. Thus, ISM has a responsibility to clearly inform potential and actual members of the audience of the expectations held, and to hold them accountable. For all ISM-organized off-campus trips, the responsibility for supervising ISM students lies with the school.