

# PACE

**SAFETY • SERVICE • SAVINGS**  
A TRUST BUILT FOR STUDENTS

## SECURING OF FACILITIES AND SUPERVISION QUICK REFERENCE GUIDE

Student injuries, vandalism, and theft can often be traced back to a lack of supervision or securement of facilities. It is not uncommon for PACE risk management consultants to find unsupervised students in unlocked rooms and facilities during school inspections.

Student supervision and facility securement are two of the best risk management tools PACE members can use to reduce the frequency and severity of losses within schools.



### STEPS TO REDUCE RISK

**ENSURE GOOD LINE OF SIGHT SUPERVISION** - If you cannot see the students, you cannot supervise them.

**KEEP KEYS WITH STAFF** - Ensure that staff are not loaning keys to students.

**DON'T COVER WINDOWS** - Classroom windows that lead to hallways (such as the window in a classroom door) should not be covered. This provides an undue sense of privacy in the classroom and hampers your ability to defend staff in the event of a sexual misconduct complaint.

**KEEP DOORS LOCKED** - Doors to all facilities and rooms should be locked when a staff member is not present.

**EMPHASIZE SUPERVISION FOR HIGH-RISK ACTIVITIES** - Areas that are inherently riskier should have direct supervision of students at all times. This includes, but is not limited to, gymnasiums, weight rooms, theaters, shop rooms and science chemical store rooms.

**MONITOR CLASSROOMS AND HALLWAYS DURING PASSING TIME** - Position staff in classroom doorways during passing times to effectively supervise students in both classrooms and hallways.

Be sure to communicate the above expectations with all staff so you can be successful in reducing these risk exposures.

Questions? Contact [PACE Risk Management](#)

**PACE RISK MANAGEMENT**

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