

# ST. JOSEPH'S COLLEGE

## ***Supervision Policy***

This Policy was formulated in January 2019. It applies to all staff and students during school hours break times and on all school related activities.

### **Rationale**

**Department of Education Circular 16/73 states that, subject to the authority of the board of management, the overall responsibility for the day to day activities of the school devolves on the principal teacher.** Specifically, the Circular states that:

*"The principal teacher should organise supervision for the order and general behaviour of the pupils during school hours. She/he should organise and participate in the effective supervision of the pupils during breaks, lunch periods, assembly and dismissal. A table of names and times of supervision duties should be on display in the staff room."*

In accordance with the above, the principal and staff have formulated a school policy on supervision. This policy should be updated from time to time and should be approved by the board of management.

It is a matter of judgement for the principal, staff and board of management to be satisfied that the number of teachers on duty at any one time is sufficient to provide "adequate supervision".

In this regard the following issues have been considered in formulating a school policy on supervision:

Parents will be advised of the opening and closing time of the school

- the number, ages and level of maturity of the students
- the layout of the school, including the layout of the yard, pitch, complex and prefabs
- arrangements for specific circumstances, such as wet /snow day supervision, absence of teachers, school tours
- arrangements for allowing individual students to go home early in the event of illness, visit to a doctor, parental request etc
- the supervision of students allowed to remain on the school premises before and after the conclusion of classes
- the supervision of students arriving before the formal start of the school day and the supervision of students awaiting collection after the formal conclusion of the school day

### **Relationship to the characteristic ethos of the school.**

**This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.**

### **Aims**

**The aims of this policy** are to develop a framework that effectively ensures, as far as is practicable, the safety of students in the classroom, on the school corridor, while in the yard, complex, prefabs, canteen and pitches or while engaged in school related activities. The policy also contributes to effective school management and complies with relevant legislation.

### **School Procedures**

**Supervision duties are not compulsory and teachers have the option of opting out** if they so desire.

The Principal is responsible for maintaining the Register of Supervision. The Principal is responsible for making returns to the Department of Education in relation to the 37-hour contracts.

A rota for supervision is drawn up by the Principal in consultation with the staff and is displayed on the Staff notice board. Staff must ensure they are aware of their duty slots and be there promptly.

Teachers taking a course day can swap supervision duties with a willing colleague. They must notify the Principal of the swop. Equally, if a teacher is unexpectedly absent another teacher will be asked to cover their duty.

The Special Needs Assistants are on duty during the breaks. They act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of senior staff. The schools anti-bullying policy and code of behaviour cover incidents of misbehaviour.

At the end of each break, the staff on duty should remain in their allocated areas until all the classes have entered their classrooms. Teachers must open their classroom doors promptly to prevent disorder while students wait and to enable staff on duty to reach their designated classrooms at the end of a duty session. Persons on duty must actively supervise and report any incidents through the school's code of behaviour. Equally; accidents must be reported and recorded in the school office.

### **Classroom**

**A teacher should be present in the classroom** always. If the class teacher needs to leave his/her classroom, another teacher should be asked to supervise. An SNA should never be asked to supervise a whole class. When not in use classrooms should be locked.

### **Corridors**

Students are expected to always walk on the corridors. These areas are supervised by members of staff at break times and in lesson transitions. All members of school staff are reminded to encourage safe

movement of students around the building. Students should generally not be in the corridors during lesson times unless given permission from a member of staff.

### **Yard, Complex, Alleys, Year Group Areas, Canteen and Pitches**

It is the policy of the school to supervise the Yard, Complex, Alleys, Year Group Areas, Canteen and Pitches during regular schedules breaks i.e. small break and lunchtime.

### **Supervision before and after school**

Supervision is provided before and after school from 8.00 am and until 4.00pm. Parents are informed that the school takes no responsibility for students before 8.00 am and after 4.00pm. On Fridays supervision is provided until 1.25pm

### **Students Going off Site early**

Arrangements are in place for allowing individual students to go home early in the event of illness, visit to a doctor, parental request etc. Parents must inform the school and sign students in /out at the office.

### **Registration**

This takes place at the beginning of every lesson. Office staff note unexplained absences within the school day and inform the Principal or Deputy immediately.

### **First Aid Reporting**

First Aid boxes and Accident Report books are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the SNA. Where teachers suspect that a child is unwell parents are alerted, usually by phone at the main office.

### **After School Activities/Evening Study**

A member of staff will remain on the school grounds while any after-school activity is taking place and until the end of sessions when all students must be collected. Parents are advised of start and collection times.

### **Special Provisions**

- On out of school activities such as games, swimming, outings, adequate levels of supervision are put in place.
- If a teacher is called from his/her classroom another member of staff may be released to cover.

- When visiting teachers/presenters come to take a class, a member of school staff is always present. The visitor must sign in and out of the office and be escorted by a member of staff to the designated area.
- Students from senior years are allowed off site at lunchtimes with parental permission. They must exit the school via supervised areas.
- Students are not allowed in the wooded areas of school. These are patrolled regularly by senior staff and parents contacted if their son is in the wooded area. This may result in a removal of permissions to go off site at break times.

#### **Success Criteria**

- The school provides a safe environment for all students and staff
- The school provides a well organised and safe out of school activities
- Accidents are reported and dealt with promptly
- Incidents of bullying are reduced ,noted and investigated
- Supervision duties and procedures are reviewed annually

#### **Review**

**This Policy will be reviewed** as and when appropriate.

#### **Implementation**

**This Policy was ratified** by the Board of Management and circulated to all staff.

It will be implemented from January 2019