

St. Joseph's Secondary School

Newfoundwell Drogheda, Co.Louth

Supervision of Students Policy

(Covering both internal and external areas of the school outside of class times)



Date of publication: 16/12/2019

Review Dates: This policy will be due a review after 3 years.

Staff		Consulted 2019
Parents' Council		Consulted 2019
Student Council		Consulted 2019
Board Of Management		Ratified October 2019 & amended October 2022

Rationale:.

The goal of student supervision is to contribute to the provision of a safe school environment; ensuring the safety of students in areas and activities that take place during break times in all parts of the school buildings and school grounds. Our Board of Management places a great emphasis on providing the appropriate levels of supervision throughout the school day.

This policy sets out our Board's approach to the provision of this supervision on a day-to-day basis and how we ensure that all children are cared for in this context.

Aims of policy:

- To set out clearly the operational procedures for supervision in St. Joseph's, detailing the roles and responsibilities of management and supervising personnel.
- To inform parents and students of these procedures so that the level of risk is minimalised.

Related policies:

- Code of Behaviour
- Anti-Bullying policy
- Wellbeing policy
- CCTV policy
- Data Protection policy
- Mobile Phone policy
- Substance Abuse policy
- Dignity at Work policy
- S.P.H.E policy

Relevant legislation:

- Education Act 1998
- Children First Act 2015
- Teaching Council Act (2001-15): Teachers Professional Code of Conduct.

Other :

The Allianz Ireland publication ***A Guide to Insurance, Safety and Security in the School*** serves as a guide in relation to issues pertaining to the supervision of pupils.

Procedures/Operation of policy:

- Senior management will identify areas of the school and times during the school day which require supervision. In doing so a risk assessment of all areas will be undertaken on a regular basis.
- Resultant from the risk assessment a supervision schedule will be drawn up by the Deputy Principal in consultation with the Principal. This schedule will be communicated to all supervisors and displayed on the staff-room notice board. The schedule will show areas of the school to be supervised and the names of designated supervisors / allocated times.
- All teachers who have signed up for the DES S&S Scheme are assigned supervision duties as per *DoES* circular. The Deputy Principal is responsible for maintaining the Register of Supervision and making returns to the DES in relation to the 37 hour contract.
- External supervisors are also employed by the Board of management to meet the shortfall of supervisors. Training and guidance to these supervisors will be provided by the Deputy Principal during August of each year, prior to the uptake of duties; this will include procedures relating to health and safety and relevant school policies.
- Supervisors assume a duty of care. The measure of duty placed on the supervisor is **to take such care of his/her pupils as a careful parent would of his/her children; to exercise reasonable care.**
- The Deputy Principal will meet regularly with supervisors either as a collective team or independently to review the supervision process or to address issues of concern.
- Special Needs Assistants who supervise designated S.E.N students during morning breaks and lunch breaks can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher/supervisor on yard duty and senior management when necessary.
- Legal liability for accidental injury or damage incurred by the teacher/supervisor is covered by the Custodian School Protection policy issued to the Board of Management.
- A *Notice for Parents* will be sent to all parents at the start of the school year outlining the school's responsibilities and procedures in relation to the

supervision of students. It will also inform parents and students of their respective responsibilities.

Duties/Procedures for supervisors:

- All supervisors must arrive to their designated supervision area on time and remain there for the full duration of the supervision period. In the event of an emergency the supervisor must seek assistance by of senior management or a staff member in proximity.
- Supervision should be conducted in a manner which effectively monitors student behavior and demonstrates alertness to potential hazards. Supervisors are therefore instructed to desist from any activity which may cause distraction from their duties; this includes eating or use of mobile phone.
- Supervisors must take appropriate action in line with school policies when concerned for student safety or wellbeing.
- Incidents of serious disruptive behaviour or aggressiveness must be recorded and reported in line with our Code of Behaviour. In the event of injury or harm to students, senior management must be informed and an Accident Report form completed; available from our school's office.

Notice for parents/guardians-Schedule of breaks and arrangements

- The school day operates as follows:
Monday and Tuesday 8.45a.m. -3.40p.m
Wednesday to Friday 8.45a.m. – 3.00p.m
- The school building will open at 8 a.m. each morning. Students must go to their respective Year Group areas (Appendix 1). Supervision will be provided from 8.15 a.m. in these areas and students will be permitted inside the building at 8.35 a.m. in order to access lockers and toilets. The school does not accept responsibility for students prior to 8 a.m. and parents are requested not to drop off students before this time.
- The morning break takes place between 10.45 and 11 a.m.; students must remain within the school grounds and are not allowed enter classrooms during this break unless under the supervision of a teacher.

- Lunch breaks will take place as follows:
 - 12.20 p.m.-1p.m :2nd,3rd and T.Y,
 - 1p.m-1.40 p.m:1st 5th and 6th Year.

During lunch breaks all students will remain within the school grounds.

- During break times students are not permitted to engage in any unauthorized sports/activities and must adhere to the Code of Behaviour in its entirety.
- There is a 'rainy day' contingency plan which facilitates indoor supervision for for students on such days.(Appendix 2)
- At the end of each school day students living locally or being collected must exit the school building immediately and begin their journey home; the school's duty of care will cease at this point. Supervisors will be deployed to the front of the school building for a period of 15 minutes to facilitate the departure of students..
- For students availing of buses supervision will be provided at the front of the school and will operate as follows:
 - (1) Monday and Tuesday: 3.40 p.m to 3.55 p.m.
 - (2) Wednesday, Thursday and Friday: 3 p.m. to 4 p.m.
- Exceptions to this rule are those students attending After-school Study/ Midterm Study or the Homework club which is organized by the Principal and Additional Education Needs Coordinator.
- Also included are other extra-curricular activities organized by teachers and sanctioned by management.
- In all such cases students attend promptly and make their way home immediately at the end of activities.

Approval

This policy has been approved by the Board of Management of St. Joseph's Secondary School.

This policy was ratified on 16/12/2019 and amended 26/10/22_____

Signature: Chairperson of the Board Of Management _____

Signature: Principal & Secretary to the Board of Management _____

Date: 16/12/2019 7 26/10/22

Appendix 1: Details of Homework Club and After-School Study

(1) Homework Club:

- Monday & Tuesday 3.40-4.20
- Wednesday and Thursday 3 to 3.40 p.m.

(2) After School-Study:

- Monday and Tuesday 3.55 – 5.55 p.m.
- Wednesday and Thursday 3.15-5.15 p.m.

Dates and Times for Mid-Term Study may vary and are issued to students and parents at relevant time.

Appendix 2:

Wet day Internal Supervision Areas

Morning (8.15am – 8.45am)

- 1 st Years – Gym
- 2 nd years – Green and Blue Area
- 3 rd years – Lower Whitaker, Music room area
- TYs – Tech Corridor
- 5 th years – Upper Whitaker
- 6 th years – Lower Whitaker (outside Ms. Kelly's office)

1 st Break and Lunch

- TYs – Tech Corridor
- 2 nd years – Blue and Green areas
- 3 rd years – GPA

2 nd break and lunch

- 1 st years – GPA
- 5 th years – Upper Whitaker
- 6 th years – Lower Whitaker

Student Areas:

	Morning	Lunch	Lockers	Toilets
1 st Year	Internal Courtyard	Old basketball Court	Blue Area	Blue Area
2 nd Year	Old basketball Court	Old basketball Court	Green Area	Green Area
3 rd Year	Music Room (outside)	Music Room (outside)	Middle Tech Corridor	Red Area/Gym
TY	Front of School	GPA & Front of school	Upper Tech Corridor	Red Area/Gym
5 th Year	Front of School	Back of Whitaker (opposite Ms Kelly's office)	Upper Whitaker	Upper Whitaker
6 th Year	Back of Whitaker (opposite Ms Kelly's office)	GPA and Music room area (outside)	Lower Whitaker	Lower Whitaker