

Cabinteely Community School



Supervision Policy

Ratified April 2022

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1.0 Introduction

Guidelines around procedures regarding supervision have been made available to staff in the staff handbook. This policy is in keeping with the school ethos, under our core value of **care** "in students are being cared for in a safe environment".

2.0 Rationale

The Board of Management is committed to the successful implementation of recent legislation in particular the Education Act of 1998, and the Equal Status Act of 2000, the Education Welfare Act of 2000, Health & Safety Act and welfare Act 2005 and the Children First Act 2015. The board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity parental choice and equality.

These acts have placed a duty of care and accountability on schools. The extent of the teachers duty of care is to take care of their pupils as a careful parent would of their children. This legal principle is known as "**in loco parentis**". In the Teaching Council's Code of Professional Conduct for the Teacher, Section 3.2 states that teachers must "take all reasonable steps in relation to the care of the pupil/students under their supervision so as to ensure their safety."

The degree of supervision required of the teacher will vary with the circumstances including the age of the student and the activity in which students are engaged.

This policy is in keeping with the school ethos of providing a safe environment for our students and the wider and community.

3.0. Aims

3.1 Aims

The aims of the policy are

- to develop a framework that effectively ensures as far as practical , the safety of the students in the classroom , on the corridor, while at play in the school yard or while engaged in school related activities.
- to contribute to effective school management and comply with relevant legislation

3.2 School procedures for Supervision

The supervision of break times is covered by the Supervision & Substitution system in the school.

At the start of each year, teachers are invited to indicate preferences for substitution ("on call") periods by filling in all the unallocated periods on their timetable in numbered order of preference. Teachers return their completed timetables to the deputy principal.

A rota for supervision is drawn up by the deputy principal in consultation with the principal and is shared with staff via their personal VS ware account.

3.3 Personal Leave

Teachers who are availing of personal leave must ensure that cover is sought for all classes and supervision requirements from their colleagues.

3.4 Lunch time

The principal, deputy principal, teachers and SNA are organized into groups to supervise at break time. The deputy principal is responsible for the rotas, the rota is displayed in the staff room and each teacher is given a copy by email.

Staff on supervision must engage in **active** supervision and fulfil their duties of care & attention. They should circulate the area regularly monitoring students and checking that vulnerable students in the Junior Cycle, who do not have permission to leave the school grounds, are accounted for. The year head will provide that information. Any concern around missing students should be reported immediately by phone to the principal or deputy principal or year head. The schools Learning Code of behaviour and the Anti-Bullying policy cover instances of misbehaviour.

SNAs are on supervision during the breaks providing supervision to children on the SEN register. The SNA can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on supervision.

Safe supervision arrangements at lunchtime depend on staff being at the appointed location on time. If staff are delayed, a colleague must be requested to stand in or the principal or deputy principal should be contacted. It is vital for health and safety reasons that students are not left without appropriate supervision.

3.5 Lunchtime Arrangements

There is one lunchtime and it is divided into two halves, 11:39-12:08 and 12:08-12:32. The lunchtime supervision is derived from the S&S and each teacher will do one supervision per week. The principal and deputy principal will also assist in supervision duties.

Juniors

Junior students remain in their assigned seats in classrooms from 11:39 to 12:08 for lunch. At 12:08 they all go outside unless it's raining until the bell goes at 12:32. If students do need to stay indoors, due to weather, they should remain in their seats in their base classrooms.

Designated Areas

1st years Area - outside sports hall main door

2nd Years Area - in front of the school reception right up to the Astro & bordered by the staffroom wall.

3rd Years Area - in between the E/F building and main building.

Junior students may, with their parents' permission, go home for the lunch break. Such permission must be given in writing at the beginning of the school year. Junior students must be collected by a parent/guardian/family member who is over 18 years/a nominated family friend and dropped back. Junior students who are not going home

are obliged to remain on school grounds. The surrounding fields are regarded as out of bounds.

Seniors

Senior students may leave to go to the shops or stay in their designated classroom. From 11:39 until 12:08, students can go outside to their designated yard as follows;

TY Area - in front of the school.

5th year Area -in front of the sports hall

6th year Area -in between the F building and main building

Seniors should take a respiratory break at this time. They will be permitted to eat outside if they wish and encouraged to use bins.

In the interest of safety, cycling or using a motorised or non-motorised scooter on school grounds is not permitted.

Food and Drink

Students are not permitted to have carbonated drinks and should be told to put it away as a first warning and the CT /YH informed. We promote a healthy eating campaign and want to discourage crisps, sweets and biscuits. Students should bring a small snack or avail of free breakfast snacks to have in the mornings. Teachers can bring the class for respiratory break for five minutes at which the time the snack can be eaten, toilet break taken. This happens in period 2 and period 5.

3.6 School Meals Programme

i. Breakfast

- Students can choose from a variety of packaged foods and fruit set out on tables in each Year Group Area
- Students can eat these before school, during tutorial or keep for period 2
- Spare items are kept at reception if students miss breakfast and are late to school

ii. Lunches

- Hot lunches are delivered to tables outside base classrooms in each year group area
- Wooden utensils and napkins are provided, all items are compostable and should be placed in the refuse bag provided or in the black box in which the food arrived
- Lunch boxes should not be placed in the normal classroom bins – to avoid smells and over full bins
- Staff on supervision duty should be at the base classroom as soon as the bell rings for lunch to distribute the lunches
- Supervising staff should ensure students line up properly
- Vegetarian or Coeliac students need to have their options set aside – **year heads** will advise
- Seniors may not take hot lunches and leave the school grounds, they must sit and eat either in the classroom or in the yard before leaving the school to go off site for lunch
- All students must eat at their assigned desks and replace masks (Covid requirement) when finished eating
- Students must clean the desk after eating with paper and products provided.

- Junior students should start cleaning up by 12 noon and go outside by 12.08 unless different arrangements are made with individual year heads
- Students may go to the toilet during the first half of lunch but supervising staff should ensure that students go separately
- 6th Year prefects may use G4 but no other students should be in there at any time
- Students should **never** be sent to the canteen to Fresh Today staff for anything
- Students have been provided with a plastic water bottle which can be filled up at the water fountains in the school. Students may not drink directly from it.

iii.Clean Up Duty

Students will have to clean up after themselves. Year Heads/CT should have a system whereby students assist in sweeping/hovering in cases of spills. Please ensure classrooms are cleaned before starting class, inform the year ahead if there is an issue.

iv.Weather

If it is raining, students will stay in their base classroom. A film can be put on to keep the students entertained.

v.Football

Football is supervised on the small Astro pitch in the front of the school. A teacher will organise to collect the key to the gate, a football/bibs from the reception prior to activity. Students are expected to line up in an orderly manner and the teacher will select a group to play five/seven aside each year group gets a day as follows

Monday - 1st Years

Tuesday - 2nd Years

Wednesday - 3rd and TY

Thursday - 5th and 6th

If there is a low number of student on a day, a teacher should choose students similarly aged/sized to join in.

Football is also organised as an extra-curricular activity in the large Astro in Cabinteely Park with volunteering teachers on a rotating basis.

vi.Friendship Group

This runs every day at lunchtime for a group of students in G9, the friendship room. Students who are isolated or in need of socialising should be referred to year heads to access the group. It is run by teachers and senior mentors.

3.7 Classroom Supervision

Teachers should check VS Ware every morning to see if they have been scheduled for S & S ("on call" period). Usually, the schedule will be available from 8:30am and teachers will receive a text. In the event of the unexpected absence of a teacher, a teacher who is scheduled to be on call at that period may be asked to cover a class later in the day with as much notice as possible.

Substituting teachers must take the roll on VS Ware and ensure students are in their assigned seats according to the seating plan.

Students should be instructed to place their journal on the desk and are given the work that has been assigned by the teacher. Students should work independently.

During class time students should not be in a classroom without a teacher present or supervising outside of the normal travel time from one room to another. If the class teacher needs to leave the classroom, another teacher should be asked to supervise.

3.8 Corridors

Students are expected to follow the one-way system on the corridors and teachers are expected to monitor the corridors as they travel along them and immediately outside their classroom.

3.9 Toilets

Students need permission from supervising staff to use the toilets at break times. If staff open a toilet they must lock it afterwards.

3.10 Accidents

Accidents which occur during supervision time should be documented and the supervisor on the yard will deal with the minor injuries and more serious injuries will be dealt by senior management team (P,DP & AP1's). All incidents need to be recorded on the State Claims Agency Reporting System by the school.

First aid boxes and accident report forms are kept as a matter of procedure in the school office. All accidents where a significant injury is involved are recorded using a NIMS Form by the teacher on supervision and reported to the class teacher/year head . A full report is written and a copy is kept by the reporting teacher, Year head. The principal/deputy is informed when an accident occurs and where teacher deem it necessary the child parent will be informed. See separate First Aid Policy.

Staff members must report if there are any items missing from First Aid kits or if there is any issue with the defibrillator etc...

3.11 Student teachers, Visiting teachers, Instructors and Facilitators

Class teachers are responsible for the supervision and oversight of the children in their class at all times.

3.12 Other considerations

A 24 hour personal accident insurance cover is available to all pupils.

If pupils are required to be on a school presence before after school hours for school tours, school team training, written notification is sent to the parents in advance and a teacher must be on site to supervise the activity that specified. Permission slip on the app can be used.

4. Success Criteria and Review

4.1 Success Criteria

We aim to ensure a safe student friendly school.

4.2 Review

A review supervision duties and practices will be conducted yearly

4.3 Communication and Monitoring

This policy is an integral part of the culture of Cabinteely Community School and is subject to regular review. The safety and welfare of our students is central to our core

values the policy will be reviewed initially after one year and then every three years unless there is compelling reason to review it earlier.