

COLÁISTE ABBÁIN

Adamstown

Co. Wexford

Tel 053-9240564

E-mail info@colaisteabbain.ie



Colaiste Abbáin

Supervision Policy

2021

Mission Statement

Colaiste Abbáin endeavours to provide quality education for all students in a caring, disciplined and respectful environment. We aim to prepare students for life and responsible citizenship and motivate them towards the achievement of their full potential.

Introduction

This policy applies to all staff and students during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all students and the wider school community.

Rationale

- Our aim is to provide a safe place for all the students in our care. In Coláiste Abbáin, we value a safe environment and work towards providing that for the entire school community.
- The duty of care to students applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.
- While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of students who arrive at the school before 8.22 am or who remain in the vicinity of the school after school teaching hours awaiting collection.

Legislative Context:

- Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
- The overall responsibility for the day to day management of school supervision rests with the principal teacher. In Coláiste Abbáin, a supervision rota will be drawn up every year to provide a safe and secure learning community for all.

Policy Statement

On the issue of supervision before school, it was decided by the Board of Management that students required a reasonable amount of time before school and after school to enter and exit the school building, and that the school could reasonably be expected to supervise students for a period of 30 minutes prior to the commencement of the school day at 8.52. Parents are advised that outside of these times students would be on the school premises at their own risk unless attending an activity supervised by a teacher.

General procedures

- The school will open to receive students at 8.22am. In accordance with our Child Safeguarding Statement, students will be supervised for 30 minutes prior to tutor time (8.52) in their designated classrooms.
- Teachers on the supervision duty rota supervise the designated areas to ensure the safety of all students.
- Timetabling for supervision is on a rota organised by the Deputy Principal at the first staff meeting every year.

- In cases of unplanned teacher absence, the Principal/ deputy principal or other designated teacher will supervise the time slot.

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. When visiting teachers, instructors and facilitators come to work with the class, teachers are to remain with the class.

Teacher absences

In the event of a planned absence, it is incumbent upon the teacher to arrange to swap supervision duties.

Brief absences during the school day

- Unless unavoidable, teachers should not leave their class unsupervised.
- When a teacher has to leave a classroom for any reason, she/he informs the teacher next door and arranges for the supervision of his/her class.

Provisions for students with appointments off campus

- Parents may request that their children be allowed to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:
- Where a child needs to leave school during the school day, for a dental, medical or other appointment, the child's parent or designated adult must sign the register in the school secretary's office. At this point responsibility for the child's safety is transferred to the parent/designated adult.
- Where possible, parents must notify the school in advance in person, by telephone or in writing. They must provide a reason for their early departure, the time that they wish to collect their child and the approximate time of return, if applicable.

Other considerations:

- Personal accident insurance cover is available to all students.
- If students are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, choral work etc., a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the child's parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

Roles and Responsibilities

- The deputy principal is responsible for drawing up and updating the supervision rota.
- The effective supervision of students before school (8.22 – 8.52am), during breaks and lunch periods is undertaken by the teachers, deputy principal and principal. SNAs have responsibility for designated students also at these times.
- Students with injuries/complaints are dealt with directly by the teacher on supervision duty.
- Effective supervision of the students must be maintained by all teachers and SNAs. (45 minutes per week active supervision)

The supervising teacher must;

- Walk the beat and monitor all areas in the designated zone.
 - Check toilets in the designated zone.
 - Maintain the physical environment by instructing students to clean up after themselves.
 - Correct and praise student behaviour where appropriate.
 - Ensure students do not leave the school premises
 - Ensure students comply with school rules
 - When the first bell sounds at the end of lunch encourage all students to attend class on time.
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- Teachers are not responsible for students on the way to or from school.
 - Teachers are not responsible for students on school property before 8.22am or after dismissal.

Success Criteria and Review

- Ensuring a student-friendly school community.
- School tours and off-site visits are conducted safely.
- School rules are adhered to.

This policy was ratified by the BOM on the 2nd June 2021.