

Supervision Policy

Donabate Community College



This Supervision Policy is to be reviewed by the Board of Management every 2 years.

This Supervision Policy was agreed on 5/03/2019

Signature

A handwritten signature in black ink, appearing to be "Anthony O'Sullivan", written over a horizontal line.

(Chair Person to the Board of Management)

Principal

A handwritten signature in black ink, appearing to be "Anthony Creaven", written over a horizontal line.

Date for Review September 2020

Introduction

Donabate Community College is a post primary school which opened in August 2008 under the Patronage of County Dublin VEC. The college is co-educational and aspires towards excellence in a caring and supportive environment.

As Donabate Community College will be catering in the foreseeable future to an ever-increasing population growth within its catchment area, the Board of Management will review the Enrollment Policy on a yearly basis.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

School Mission

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our school will seek to instil integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

Supervision Policy

Rationale

- Legislation such as Health & Safety and Welfare at Work Act and 'Children First' have placed a 'duty of care' and an accountability on schools.
- The extent of the teachers 'duty of care' is to take care of his/her pupils as a careful parent would of his/her children. This legal principle is known as 'in loco parentis'.
- The degree of the Supervision required off the teacher will vary with the circumstances.
- This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider community.

Aim

The aims of the policy are:

- To develop a framework that effectively ensures, as far as practicable, the safety of the students in the classroom, on the corridor, while at play in the school door spaces to include Hockey Pitch, Basketball Courts, Court Yard or while engaged in school related activities.
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- Teachers nominate 5 'on call' periods in which they are available to be called for Supervision duties.
- A rota for Supervision is drawn up by the Deputy Principal in consultation with the Principal and is shared with staff via their personal Vsware account.
- At times when a member of staff is unavailable to take their Supervision (eg sick leave) the Deputy Principal may redirect teachers from other areas to facilitate Supervision.
- The Supervision of break times is covered by the S&S System.
- Teachers who with prior agreement to be absent from school to deal with a matter of a personal nature must ensure the correct form is completed and that cover is sought for all classes and supervision requirements (with the exception of S&S slots) from their colleagues.

- SNAs are on Supervision during the formal breaks providing individual Supervision for designated children. This will be organised by the SEN Coordinator. The SNA can act in an observing and reporting capacity, bringing instances of misbehavior to the attention of the teacher on Supervision. The schools Code of Behaviour and the Anti-Bullying Policy covers incidents of misbehavior.

Classroom Supervision

- No student should be in a classroom, or any part of the school without a teacher present or supervising.
- A teacher should be present in class when students are present. If the class teacher needs to leave the classroom, another teacher should be asked to supervise.
- Teachers should check Vsware regularly to ensure they are aware of any Supervision that is required of them during their 'on call' periods.

Corridors

- Students are expected to walk on the corridors and teachers are expected to monitor the corridors as they travel along them and immediately outside their classrooms.

Break Times

- The school break times are 10.30am-10.40am and 12.40pm to 13.10pm daily except on Fridays when the break is 10.30am to 11-00am.

Junior Students (1st, 2nd, 3rd Year)

- 10.30am-10.40am break is taken by students in their base classroom
- 12.40pm – 13.10pm break is taken in the classroom and then students are moved out to the Courtyard, Hockey Pitch or Basketball Court when directed by the supervising teachers.

Court Yard, Hockey Pitch, Basketball Courts

- Teachers are required to circulate the outside space.
- One teacher should lead the students out, with a second teacher ensuring that all students have vacated the classrooms.

- Students are expected to line up to return back into school by the first bell at 13.05pm to prepare for their next class.
- Should weather be inclement students will remain in their base class for lunch.

Senior Students (4th, 5th and 6th year)

- 10.30am-10.40am break is taken by students in their base classroom
- 12.40pm – 13.10pm break is taken in the assembly hall, students have the option of taking outdoor breaks in the Court Yard or with prior agreement exercising outside with permission of the Principal.

Assembly Hall

- Teachers are required to circulate the hall regularly.
- Students need permission to leave the hall for water, or to use the bathrooms.
- Students are not permitted to leave the hall until the first bell has sounded at 13.05pm to collect books / prepare for next class.

Toilets

- Students need permission from supervising teachers to use the toilets at break times.

Accidents

- Accidents which occur during Supervision time should be documented and the supervisors on the yard will deal with minor injuries and more serious injuries will be dealt with by Senior Management.

Success Criteria

Ensuring a safe environment for all children