**Supervision Policy**

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on- Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement:**

Inspired by its founder, ERSS Carrick-on-Suir’s mission is to “To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness" , with a vision to “Learn together, succeed together in a respectful environment.”

**Ethos:**

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values

● Promoting partnership in the school community

● Excelling in teaching and learning

● Creating a caring school community

● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

**Rationale**

The extent of the teachers ‘duty of care’ is to take care of his/her students 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 and the age of the

student.

The policy is in keeping with the school ethos of providing a safe and secure environment for

learning for all students 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, in school yard or while engaged in

school related activities.

* To contribute to effective school management and comply with relevant legislation.

**School Procedures :**

**Classroom :**

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.

**Corridor :**

Teachers are expected to monitor the corridors as they travel along them and immediately

outside their classrooms.

**Toilets :**

The toilets are open before school, at break times, lunchtimes and after school, during this period supervision is in place.

If students need to use the toilets outside of breaktime he must request permission from

teacher who signs his journal/makes a note on VS Ware.

**Day to day Supervision:**

**Supervision in the event of a teacher being absent**

▪ Students are supervised by a nominated teacher from the duty roster prepared by the

Deputy Principal, or a substitute teacher appointed by the Principal. Cover-teachers are

informed via VSware or a daily notice in the staffroom. The Supervision of the school is covered by

the S&S System. Teachers who are not available for their supervision for personal reasons must arrange cover from their colleagues.

▪ The proper level of supervision in any particular instance is a matter for the Board and/or

teaching staff. In considering the proper level of supervision, the age, maturity, and number

of students as well as the topography of the area concerned will be taken into account.

▪ Students should never be left to supervise.

▪ The supervision roster for school yard duty is clearly displayed in the staff room.

▪ On days deemed (by Management) too inclement for outdoor break-time, students will be

supervised indoors by the rostered teachers.

▪ These duty rosters are kept by the Deputy Principal for the school-year as part of the school

records.

▪ Day-to-day supervision in the yard and school-buildings – the responsibility of the teacher is

that of ‘reasonable care’.

**Incident / accident reports**

o In the yard: Records of incidents at break-time are logged by the teacher/supervisor on duty.

o Minor accidents are logged at the Deputy Principal’s office by the teacher on duty.

o In-class: individual records are kept by the teachers and reported to Year Heads/Senior Management.

o Serious Incident/Accident – Records are written the accident report form kept in the Deputy Principal’s office. These records are written by the staff member involved. The Principal/Deputy Principal reads this and retains a separate copy if deemed necessary.

**Daily Supervision Schedule:**

Supervision is in place each morning from 8:20am to 9:00 am, at small break 10:15 am – 10:30 am / 10:55 am – 11:10 am and at lunchtime 12:30 pm – 1:10 pm / 1:10 pm – 1:50 pm. (Except Fridays when school day concludes at 1:10 pm)

**Approval:**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be due for review on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_