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**Scoil Mhuire agus Íde**

**Newcastlewest,**

**Co. Limerick**

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**069 62443**

**Supervision Policy**

**SCOIL MHUIRE AGUS ÍDE**

2020

### **Introduction:**

All teachers in Scoil Mhuire agus Ide accept a duty of care towards the children in our school. Therefore, 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.

This policy was drafted based on a typical day in our school and it is based on our Health and Safety Statement, our Code of Behaviour and our Child Protection Policy.

*Please note that throughout this policy, the term ‘parent’ or ‘parents’ also includes legal guardians and authorised adults.*

**Mornings:**

* The school opens (doors and front gate) at 8:00am by a member of the Schools Caretaking staff.
* Students can enter the school building from 08.00 but are not under supervsion until 08.30
* Parents are reminded that our Board of Management takes no responsibility for children left unattended ion their journey to and from school.

**Break Times:**

* There are two break times – ‘Break’ is staggered allowing student access to the school kitchen and also facilities. Breaks are from 10:10 – 10:20 for 3rd, Transition and 5th year and 10.5 to 11.00 for 1st, 2nd and 6th years. ‘Lunch’ is from 13:00 – 13:30 for all students
* Teachers are rostered every break time in all relevant areas. This supervision roster is created by the deputy principal before the start of each school year and it is displayed in the staffroom.
* Any teacher who needs to rearrange his or her rostered supervision for any reason other than sick-leave must do so with another teacher in advance.
* In the instance of sick leave, the principal/deputy principal assumes responsibility for arranging alternative supervision.
* The rostered teacher has responsibility for the area at this time, must begin supervision promptly and not leave the supervision area.

**Early Collections:**

* Parents are reminded that any child who leaves school early for any reason is no longer the responsibility of the Board of Management until he or she returns to school. Students are not permitted to leave the school unless they are collected by a parent and signed out.

**General Supervision Guidelines for Teachers**

Teachers must be present in their supervision area and for the entire duration of their designated Time.

Supervisors are not to read books, use mobile phones or any probable device while on supervision.

Supervisors must always be engaged in active supervision, moving within their areas and engaging with students when necessary. Supervisors are also expected to ensure that their area is in a safe order and litter free.

Accidents or incidents must be reported and recorded in the main office.

Teachers are assigned their supervision on an annual rota.

CCTV is used in public areas of the school to aid the health and safety of all studens. CCTV is used in conjunction with the CCTV policy and the Code of Behaviour.

# **Implementation and Review**

The policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines, national management bodies, legislation and feedback from parents/guardians, students, staff and others.

The date from which the policy will apply is the date of adoption by the Board of Management.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson of BOM) (Principal)

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

Date of next review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_