



## Oatlands College Supervision Policy

### Introduction

Legislation such as the Health & Safety and Welfare at Work Act (2005) and Children First: National Guidelines for the Protection and Welfare of Children (2017) have placed a 'duty of care' and an accountability on schools.

The extent of the teachers' 'duty of care' is to take care of their students as a careful parent would of their children. This legal principle is known as 'in loco parentis'.

The degree of the Supervision required of 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 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, while at play in the school outdoor spaces to include Pitch, Courtyard, Sports Hall, College grounds, Canteen or while engaged in school related activities.
- To contribute to effective school management and comply with relevant legislation.

### School Procedures

Teachers nominate 10 'on call' periods of which 5 are selected for substitution purposes. These 5 periods are slots where teachers 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 in hard copy on the staffroom noticeboard and by email.

The Supervision of break times is covered by the S&S System.

Supervision is in place at the following times:

- every morning 8.30am – 8.40am
- small break 10.40am – 10.50am
- during lunch times 12.50pm – 1.30pm and 1.30pm – 2.10pm
- Supervision also occurs after school 3.30 – 3.40pm

Teachers who with prior agreement ask for personal leave must ensure the correct Personal Leave Form is completed as supplied by the Principal and that cover is in place for all classes and supervision requirements from their colleagues.

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

## **Classroom Supervision**

No student should be in a classroom, or any part of the school without a teacher present. A teacher should be present in class when students are present at all times. If the class teacher needs to leave the classroom, another teacher or Principal/ Deputy Principal should be asked to supervise.

Teachers should check daily to ensure they are aware of any Supervision that is required of them during their five 'on call' periods. This will be displayed on the staffroom notice board and sent to staff via email.

## **Corridors**

Students are expected to walk on the left hand side of 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 10.40am-10.50am, 12.50 pm - 1.30pm and 1.30pm-2.10pm. (Wednesday classes end at 12.50pm).

## **Lunch Times**

### ***1st, 2nd and TY Students***

- 12.50pm - 1.30pm break is taken in the canteen.
- Students will be brought out to the pitch or courtyard area when directed by supervising teachers.
- Should weather be inclement students will remain in the canteen for the duration of the lunch period.
- TY students have the option of leaving the school premises at this time but if remaining in school, the same rules apply.
- Teachers/SNAs are required to circulate the canteen/outside space regularly.
- When vacating the canteen area, one teacher should lead the students out, with a second teacher ensuring that all students have vacated the canteen. One Teacher should remain in the canteen area until all students have vacated the canteen area.
- Students may need permission to leave the hall for water, or to use the bathrooms.
- Students are allowed to return into the school at 1.25pm to prepare for their next class. Teachers should supervise the 1st and 2nd Year locker areas.

### **3rd, 5th and 6th Year Students**

- 1.30pm — 2.10pm break is taken in the canteen.
- 3rd Years must remain in the canteen. Weather permitting, students can move to Pitch, Courtyard area under supervision.
- 5th and 6th Years have the option of leaving the school premises at this time.
- Teachers/SNAs are required to circulate the canteen / outdoor space regularly.
- Students may need permission to leave the hall for water, or to use the bathrooms.
- Students can go back into the school at 2.05pm to collect books/prepare for next class.
- Teachers should supervise the 3rd Year locker areas.
- Should weather be inclement students will remain in the canteen for the duration of the lunch period.

### **Toilets**

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

### **Accidents**

Accidents which occur during Supervision time should be documented on an Accident Report Form (available in DP office). The supervisors will deal with minor injuries and more serious injuries will be dealt with by Senior Management.

This policy was ratified by the Board of Management on 29<sup>th</sup> January 2023.