



ST MARY COLLEGE SUPERVISION POLICY
2018 – 2019.

Mission Statement

St Mary's College is a Catholic Secondary College under the patronage of the Marist Fathers. The primary aim of the College through its spiritual and humanistic endeavours is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral, and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

This policy applies to all staff and students during College hours, break and lunch times, and on all College related activities.

Rationale

Teachers should take all reasonable precautions to ensure the safety of students and should participate in supervising students when they are on the College premises during College time and during all College related activities.

Legislation such as the Child Protection, Health, Safety and Welfare at Work Act place a duty of care and accountability on schools that must be underpinned by a policy covering all possible eventualities.

Relationship to the Characteristic Ethos of the College

This policy is in keeping with the Marist ethos of providing a safe and secure environment for the welfare and learning of all students.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of students while in the College or while engaged in College related activities.
- To observe and monitor behaviour outside the confines of the classroom.
- To contribute to effective College management and comply with relevant legislation.

College Supervision Procedures

- The Board of Management informs parents/guardians that the College does not accept responsibility for students dropped off earlier than 8.30am or students who are not collected promptly at 3.50pm, with the exception of the various studies and after school activities. (See appendix one).
- Special Needs Assistants are on duty during all breaks. While these Assistants provide individual supervision for designated students, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher(s) supervising.
- It is practice to supervise the General Purpose/Canteen area during regular periods of student attendance i.e. 8.30 a.m. to 8.50 a.m., 11.30 p.m. to 11.45 p.m. and 1.05 p.m. to 1.50 p.m. This is organised by the Deputy Principal in consultation with the Principal.
- Corridors are supervised
- Grounds/yard area is supervised
- A rota for the supervision of various areas of the College at break and lunchtime is organised by the Deputy Principal in consultation with the Principal. This rota is displayed on the staff room notice board and in the Main Office.
- Teachers absent on school business must swap supervision duties with a willing colleague and must inform the Principal/Deputy Principal accordingly.

First Aid Room – following any accident/incident, the supervising teacher escorts students to the First Aid Room. The incident is recorded in an Accident Report.

- Where teachers suspect that a student is unwell, parents/guardians are informed, usually by phone. Parents/guardians must be informed of a head injury or a blood injury or if the student requests it, even if the student appears unaffected.
- At all other times each teacher is responsible for the supervision of all students under their care.
- No supervision is provided outside the College grounds, except on College-related activities.
- Teachers should never leave their classroom unsupervised.
- Students who are withdrawn from their mainstream class for special education classes are the responsibility of the teacher taking the SEN session.
- If students remain uncollected after school, the College will ensure that a duty of care is provided until a parent/guardian makes contact.
- **Inclement weather** - Students remain in the GP/Canteen area and Social Areas within the College premises. Here the normal supervision rota will apply for all breaks, the exception being that those teachers scheduled to supervise the yard area, must relocate to the GP/Canteen area.
- When visiting teachers, speakers, guests, etc. are in the classroom, the class teacher maintains a presence. S.N.A.'s are not left in sole charge of a class.
- The College Safety Statement lists all hazards in the College. All staff should be familiar with this document. It is available on the College Share Drive.
- In the case of the college 'studies', operating on an afterschool basis:
 - Roll will be called at 3.55pm and each study will begin at 4.00pm sharp. It is noted that students are not permitted to exit and enter the study facility at will. Once study has begun everyone remains seated unless a note/phone call has been provided to the Supervisor of Studies – Ms J. Hand.
 - Supervision will be provided until 5.30/40.
 - This is facility and we will operate a 'no strikes policy', any disruption and that student will be excluded from *Evening Study* permanently.
 - St Mary's College wishes to create a solid and supportive after-school working environment and request both staff and students work together in achieving this.

Special Provisions

- For out of College activities adequate levels of supervision is provided.
- Please note – Depending upon numbers attending the event, there will be a number of supervisors in attendance. The supervisors and their total number is at the Principals discretion. Additionally, Just as in school, courtesy and good manners is required of students.
- Parents sign consent forms for out of College activities/tours etc.
- It is College policy to request parents to make appointments if they wish to meet with their child's subject teacher or a member of Senior Management.
- Parents/Guardians may request that their child be allowed leave during the College day due to health appointments etc. Parent/Guardian must sign students out at the office and sign back in on their return, if necessary.

Supervision of House Exams

Staff are asked to:

1. **Be on time.** Arrive at exam hall/classroom in good time. This will facilitate time keeping of each exam and their smooth running. Additionally, it will also relieve other teachers who may need to supervise elsewhere.
2. **Take a roll.** If a student is absent, the supervisor is asked to write this information on the front of the exam paper bundle. This will be for the benefit of all staff.
3. **Be vigilant.** Any student who attempts to talk to/distract/disrupt another student must be given a **verbal** warning. If there is a recurrence of this behaviour, the Principal/Deputy Principal(s) must be sent for immediately. Further sanctions are at the discretion of Senior Management.
4. **Be active in supervision.** Walk the room, allow the students to see you observing them. If your 'slot' includes a break, to supervise students in the GP/corridor areas.
5. **Be consistent.**
 - Students are not allowed to bring **food/drinks** into the exam.
 - There are no bathroom breaks during exams. Please advise students to use the bathroom before the commencement of each exam. ***Please use your own judgement in extreme circumstances. However, this should only be in extreme circumstances only.***
 - Answer books must be returned to the specific subject teacher's pigeonhole **only**, in a prompt manner.
 - At the end of each exam students should leave the exam hall **one** row at a time.
 - Please relieve fellow supervisors half way through breaks (small break or lunch time, as appropriate).
6. **To follow SEC procedures.**
 - Students must sit in their assigned seats for all exams. This is to facilitate attendance roll call. ***Movement of designated seats is at the supervisor's discretion only, and on an exam to exam basis – sunlight etc. This should be noted for the succeeding supervisors benefit and information.***
 - Completed answer books must be collected at the termination of the exam **only**.
 - No exam should finish before the designated time.
 - Supervisors should circulate and supply stationary to students as requested.
 - Vigilance must be exercised while supervising to ensure that copying is not taking place.
 - **Correction of exams, using iPads, laptops, communicating on phone should not take place while supervising.**

Any changes to supervision rotas/classrooms etc. will come from Senior Management. Staff will be informed via email. Staff are asked to check this regularly during House Exams.

GOOD PRACTICE FOR TEACHERS AND SNA'S WHEN SUPERVISING:

While providing substitution cover, it is advisable for teachers to:

- Walk continuously through their designated supervision areas.
- Engage in active substitution, i.e. teacher should be fully alert and focused while substituting a group.
- Be alert for instances of 'rough play' or games that have the potential for injury.
- Report any potentially hazardous areas, items etc. to the Principal/Deputy Principal(s).
- Use their discretion when, for example, older students are playing with younger students in a way that is likely to cause injury.
- Act reasonably and sensibly
- Not use mobile phone except in emergency / when there is need to contact office or management,
- Use common sense.

- Be conscious of the foreseeability of an incident.
- Record all incidents/accidents etc. on incident/accident templates. (Available in Main Office).

INSIDE THE COLLEGE, it is advisable to teachers on supervision to:

- Ensure students walk while on the corridors and other such places inside the College.
- Ensure order is maintained in the canteen queue.
- Walk continuously through their designated supervision areas.
- Engage in active substitution, i.e. teacher should be fully alert and focused while substituting a group.
- Ensure there is no activity taking place where there is a foreseeable risk, other than the 'normal' risks associated with 'play' in general (e.g. there would be foreseeable risk in students doing cartwheels while on corridors).
- Report any potentially hazardous areas, items etc. to the Principal/Deputy Principal(s).
- Use their discretion when, for example, older students are playing with younger students in a way that is likely to cause injury.
- Act reasonably and sensibly
- Use common sense.
- Be conscious of the foreseeability of an incident.
- Record all incidents/accidents etc. on incident/accident templates. (Available in Main Office).

IN THE YARD, it is advisable to teachers on supervision to:

- Take their mobile phone with them while supervising, due to the size of the yard area.
- Locate themselves in those areas which are highly trafficked by students i.e.
 - a. The main basketball courts
 - b. The 'mound' / rise at the bottom of the playing fields
 - c. The 'logs' / seating area between the poly-tunnels and St. Helena wall.
- Walk continuously through their designated supervision areas.
- Engage in active substitution, i.e. teacher should be fully alert and focused while substituting a group.
- Report any potentially hazardous areas, items etc. to the Principal/Deputy Principal(s).
- Supervise any games or clubs playing games, or practicing.
- Use their discretion when, for example, older students are playing with younger students in a way that is likely to cause injury.
- Act reasonably and sensibly
- Use common sense.
- Be conscious of the foreseeability of an incident.
- Record all incidents/accidents etc. on incident/accident templates. (Available in Main Office).

EXCURSIONS

Please note – Depending upon numbers attending the event, there will be a number of supervisors in attendance. The supervisors and their total number is at the Principals discretion. Additionally, Just as in school, courtesy and good manners is required of students.

When taking students from the college, it is advisable to teachers supervising to:

Bus Journeys

- Ensure that the students walk to the bus and behave in a safe manner while on the bus. Running to or from the bus is strictly prohibited.
- Supervise students while on bus. Teachers should maintain a presence on each level of bus, where necessary, and in the various seated sections where students are located.
- Ensure both teachers and students must adhere to all road and traffic regulations including the wearing of seat belts.

Walking to church, theatre, library, walks, local events etc.

- Walk with his/her class and ensure students are in pairs and with their class group.
- Give his/her full attention to the safety on the road.
- Supervises the crossing of any roads.

Sport/Activities

- Be acquainted with such techniques and principles, and indeed with the basic 'safety rules' of the sport/activity that he or she is teaching.
- Utilise appropriate warm-up exercises before exercise that is more vigorous.
- Not participate in a game where
 - (a) The teacher will not be able to adequately supervise the game
 - (b) The teacher might injure a student player.
- Pay close attention to weather/playing conditions – and if these make the activity hazardous. If so, supervising teachers must postpone the activity.
- Ensure if refereeing a game, that the refereeing duty does not get in the way of his/her supervision of the event.
- Check equipment before use to make sure that it is safe – if in doubt do not use it.
- Only use equipment for the purpose(s) designed, give proper instructions regarding its use and supervision while it is in use.
- Not to undertake any activity if the supervising teacher believes there is inadequate supervision, level of safety etc.
- Ensure that even when the group is being taught by an outside coach/teacher (e.g. G.A.A., soccer coach), the class teacher must be present for the entire duration of the session
- In the case of 'St Mary's College Sports Leaders', there must always be a supervising teacher overseeing activities.

Success Criteria and Review

- Ensuring a safe, student-friendly College.

- Providing organised and safe out of College activities.
- Re-enforcing College rules regularly.
- Reviewing supervision duties regularly.
- Altering or adjusting procedures as appropriate.

1. Please see appendix for supervision and the law information.

2. Please see appendix for note to parents/guardians advising of times the College can accept responsibility for their children.

2. Please see appendix for note seeking permission from parents/guardians to attend College tours/excursions.

This Policy was ratified by the Board of Management on X.

Signed: _____
Chairperson of Board of Management

Signed: _____
Secretary of Board of Management

APPENDIX ONE: TO BE INCLUDED IN SCHOOL JOURNAL

Note to parents/guardians advising of times the College can accept responsibility for their children.

Date:

The College will open to receive students at the hour of X a.m. No responsibility is accepted for students arriving before that time. Classes will commence each day at 8.50 a.m. Classes will end each day at 3.50 p.m.

Parents/guardians who wish to have their children escorted home should make their own arrangements to have them met at the College. The College cannot accept responsibility for supervising students after that time, except in the capacity of designated after school studies, or prearranged after school activities.

In the case of students travelling by bus, the College cannot accept responsibility for escorting students from the bus to the College or from the College to the bus. Parents/guardians who feel that their children may need monitoring in these circumstances should arrange an escort privately.

Yours faithfully,

Alan Craven,
Principal.

APPENDIX TWO: Letter for School Excursions/Tours

Re: School Tour / Trip to _____

Dear Parent/Guardian,

The following form must be completed and returned to the college before your child may participate on this tour.

1. I / We give permission for my/our child to participate in the above school tour and to partake in the activities described.
2. I / We acknowledge the need for my/our child to behave responsibly and I/We accept that all school policies (including Code of Behaviour, ICT, Anti-Bullying & Substance Abuse Policy) will apply for the duration of the tour.
3. I / We accept that any actions by my child which are deemed a risk to the safety of the tour may result in my child been sent home, either accompanied by an adult or via collection by a parent/guardian. In each case the cost will be accrued by the parents/guardian.
4. I / We give consent that the tour leader will act on my/our behalf in the event of an emergency.
5. I / We give consent that the tour leader will retain documentation belonging to my child (passport, EHIC etc.) as required.

All Medical information will be treated in strictest confidence.	Y/N	Details
Does your child have any of the following medical conditions?	_____ _____ _____ _____	Epilepsy Type 1 Diabetes Nut Allergy Allergy to Penicillin
Does your child suffer from any other illness / allergy or medical condition not listed above?		
Is your child on any medication?		
May your child be given pain / cold relief if necessary?		
Does your child have any special dietary requirements?		
Does your child have a current EHI Card?		

Emergency Contact Details:

Contact	Name	Contact Number
Parent / Guardian		
Parent / Guardian		
Student		
Teacher in Charge		

Signed: _____ (Parent / Guardian) Date: _____

Signed: _____ (Student)

Signed: _____

Date: _____

APPENDIX THREE

STATUTORY INFORMATION: Supervision, insurance and the law

A teacher acting as a supervisor under the Department of Education and Science supervision and substitution scheme is acting within the scope of his/her employment and is covered by legal indemnities to which an employee is entitled.

The measure of the duty of care owed by school authorities to students is based on the Law of Negligence as interpreted by the courts in cases that have come before them for decision.

The degree of care and supervision which must be exercised by those in charge of schools has been described in a number of cases as a duty to exercise the care which a careful parent would exercise for the protection of his/ her own children in the circumstances in which teachers find themselves (in loco parentis rule).

This duty of care subsists while the students are under the control of the school on the school premises or elsewhere. Failure on the part of a school authority to fulfil its duty of care may render the school legally liable to compensate a student who suffers injury as a result of an accident.

Whether or not there has been a breach of the required duty of care depends on the facts or circumstances of each particular case. In the final analysis it is the courts that will decide whether or not any legal liability exists. The absence or the scope of a school authority's Insurance Policy is not a consideration in deciding whether or not any legal liability exists.

In every case it is a matter for the Plaintiff to prove that the Defendant, directly or through its servants (teachers) has been negligent. However serious a mishap, unless there has been a failure on the part of the Defendant to take proper care, the injured party has no right to compensation in law.

The Allianz Ireland publication A Guide to Insurance, Safety and Security in the School serves as a guide in relation to issues pertaining to the supervision of pupils.

Supervision of Pupils

Supervision of pupils is by far the most difficult challenge facing schools and teachers and, it has to be said, is the single largest source of claims. The source of the liability of the Board of Management and the teacher is incurred under Common Law, which is based upon judicial

decision and precedents in previous cases. The primary liability attaches to the person or persons in breach of that duty of care which is, in the main, the teacher.

Legal liability for accidental injury or damage incurred by the teacher is covered by the Custodian School Protection policy issued to the Board of Management.

What is the extent of the teacher's duty of care?

The measure of duty placed on the teacher is 'to take such care of his/her pupils as a careful parent would of his/her children'. This legal principle is known as "*in loco parentis*" (in the place of the parent). The degree of supervision required of the teacher will vary with the circumstances and especially the age of the child.

In other words, the nature of the activity being supervised and the age of the pupil will dictate the extent of the teacher's duty of care.

A higher standard of care is required for very young children and the law holds children of very tender years incapable of contributory negligence.

Some judicial comments:

1. 'If every teacher is to take precautions to see that there is never ragging or horseplay among his pupils, his school would indeed be too awful a place to contemplate.'
2. 'If a school teacher knows, or ought to know, that a game is being played in a dangerous manner, or in an unsuitable place likely to make it dangerous he is negligent if he does not take proper steps to prevent danger.'
3. 'Careful supervision is essential and the persons having charge of the school are bound to see that there is supervision of the playground during play intervals. It is the duty of the principal teacher to see that the playground is clear and not a source of danger to children playing there.'

Does the law require constant supervision?

The courts have held that constant and individual supervision is not necessary and the responsibility of the teacher is that of reasonable care.

The proper level of supervision in any particular instance will be a matter for the Board of Management and/or teaching staff. In considering the proper level of supervision, the person responsible will have to consider the age, maturity and number of pupils under his/her control as well as the topography of the area in which supervision takes place.

How do the courts interpret the law?

The courts have, in recent years, imposed on the teacher a duty of care which is, in the view of many, in excess of the duty of care attributable to a parent.

Who should supervise?

It is essential that supervision is undertaken by a person trained to supervise in large numbers. This will in most cases mean a teacher. Parents, generally, have experience only in a small family unit and should not be used in either a teaching or supervisory capacity unless accompanied by and under the direction of a member of the teaching staff. Pupils, too, should never be left to supervise.

Correct levels of supervision

In considering the correct level of supervision the age, maturity and number of pupils must be considered as well as the topography of the area in which supervision takes place.

The most common types of accidents, under this heading, are as follows:

One pupil injures another while a teacher is out of the room for a few seconds or minutes. A pupil is injured whilst using a piece of equipment (woodworking or metalwork) whilst the teacher is not watching him/her. (In this regard explicit instructions must be given for the use of such equipment).

A pupil is injured whilst 'playing' in the school playground during break or lunch time. Either the game is too robust and dangerous or there are not enough teachers to provide an adequate level of supervision. Supervising through a window inside the school is inadequate and indefensible in a legal action.

On wet days when pupils are confined to their classrooms/designated area, supervision should not be carried out on a random basis. Each classroom/designated area requires supervision.

Pupils should never be left unsupervised in a gymnasium or sports hall, particularly where there is equipment such as trampolines, trampetts and vaulting horses available. Strict instruction must be given to all students in relation to how and when such equipment should be used.

Students leaving the school during lunch or on other occasions

The general rule is that school authorities should know where all the children are at all times.

Games

When considering indoor games such as indoor football etc., the number of players involved must be carefully considered so that pupils are not placed at any risk over and above the normal hazards of the sport.

Teachers must encourage all pupils to acquire and use relevant safety equipment in all sports, e.g. helmets should be worn when hurling and cycling, gum shields should be used when playing football, hurling or rugby.

Any other equipment which may reduce the likelihood or severity of injury must be recommended and used.

When considering any games played away from the school, ensure that you have provided transport for all the pupils to and from the venue. Your responsibilities to supervise do not diminish because pupils are elsewhere than on home ground unless the person to whom they are assigned accepts the responsibility (preferably in writing).

When does the school accept responsibility to supervise?

The school and teachers have a duty to supervise at all times when pupils are in their charge. If the school allows access to the school before official opening hours then the duty to supervise applies.

Likewise, whilst pupils are on the premises after hours a similar duty applies.

The school cannot be responsible for pupils left by their parents early morning or after finish of school

Yes it can. It is accepted that some parents drop their children at the school some time before school starts, and similarly collect them some time after school finishes, but that does not wholly absolve the school/teachers of their responsibility to supervise.

This legal obligation produces a dilemma for school management. Do we lock the gates and refuse entry until 10 minutes before school starts? To do so could expose children to the danger of passing traffic or to the inclement weather.

It is a dilemma which holds little sway with the courts who will argue that it is a practice known to the school for parents to leave pupils before hours and to collect them after hours, and in that acceptable is the obligation to provide supervision.

This is a dilemma which offers little relief for the school. However, there is some mitigation which can be made.

The School Transport System

Schools are not party to the School Transport System and the fact that the children are conveyed to or from school by bus does not impose any additional obligations on the school or teachers.

It is important that parents are aware that no arrangement exists for the supervision of their children who arrive at the school, whether by school bus or otherwise, before the official opening time. A similar situation arises in respect of children who remain after school hours awaiting collection by the school bus.

In situations where teachers voluntarily adopt the practice of escorting pupils to and from school or the bus, they could be held to be liable if, having established the practice, they miss out for some reason or another or fail to do so in a careful manner.

In the interests of both children and the school, a letter along the lines as suggested above and adapted as appropriate to meet particular circumstances, should be sent to all parents at the beginning of each term. In respect of the School Transport System it is suggested that the letter should include the following paragraph:

“In the case of children travelling by the School Bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. Parents who feel that their children may need to be escorted in these circumstances should make arrangements to ensure that some escort is provided.”

School trips and tours

The level of supervision required is the same as for other activities, in and out of school.

Parents (or others) assisting with supervision should always be accompanied by a teacher.

When arranging a school trip always obtain from the parents or guardians a signed form indicating their consent to the pupil going on the trip, and also giving the teacher the right to authorise any medical or surgical procedure necessary.

Bullying and pupil to pupil assaults

Unfortunately these are all too common. It emphasises the necessity for proper supervision, but it must be conceded that even with a reasonable level of supervision such assaults will still occur.

There are certain cases where the teacher can take action to prevent such aggression:

1. Where obvious animosity exists between particular students, every effort must be made to keep them apart. This cannot, of course, be done on a permanent basis. However, if evidence can be produced that every effort has been made, then it may assist in the defence of a claim which may be brought against the teacher or Board of Management for injury suffered.
2. If at any time a student is found to be in possession of any item that could be considered to be an offensive weapon then it must be taken from him/her. In addition, it is essential that it be placed in an area where it cannot be easily retrieved.
3. If, in any game, there is an undue level of violence or very rough play, the game should be discontinued on the basis that if it is allowed to continue serious injury could result. There have, in recent times, been some high profile cases where a student has suffered injury, and the teacher/referee has been found to be negligent in not halting dangerous play.

4. The bully has been always with us, but bullying has received much attention in recent times. If it comes to your attention by word or sight, that a pupil is being bullied it is essential that early action is taken.

Restrictions on class numbers

Allianz does not seek to advise Boards of Management on what can and cannot be done in the educational process.

It is responsibility of the Board of Management to maintain classes at a level that allows effective supervision by a teacher.

Children with disabilities

There is no difference in the legal requirements here but the Board of Management and the teachers should be aware that the duty of care to disabled children may be increased as a result of their disability.

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The publication A Guide to Insurance, Safety and Security in the School can be viewed by visiting www.allianz.ie/allscoil.

Teachers and supervision

A Supervision and Substitution Scheme (S&S) operates in schools to allow for the supervision of students during breaks and before and after school and to allow for substitution to cover certain categories of teacher absences.

Operation of the Supervision and Substitution Scheme is set out in the ASTI Supervision and Substitution Information Leaflet 2014.

All teachers must participate in the S&S scheme (except for those who were eligible to, and chose to, opt out by February 28, 2014).

Teachers' S&S commitment

Teachers are committed to provide a maximum of 43 hours supervision and substitution per year (pro-rata for job-sharing and part-time teachers).

S&S duties attract no additional payment

As well as timetabled supervision duties, teachers agree to be available to substitute for timetabled class periods per week. Teachers working more than 17 hours per week must be available for 5 periods; teachers working between 12 and 17 hours must be available for 4 periods per week; teachers working up to 12 hours per week must be available for 3 class periods.

The maximum time that can be assigned to substitution and supervision per teacher each week is 3 hours. Of this time, 1.5 hours must be for substitution duties, the other 1.5 hours must be used for both substitution and supervision duties.

A teacher may agree to undertake S&S duties for more than 3 hours in a particular week on the request of the principal. Any additional time worked above the 3 hours will be reckoned towards the total annual commitment.

Where, in any given week, a teacher is not called upon for substitution, the unmet yearly commitment remains but is subject to a maximum delivery in any future week of 3 hours.

Use of S&S and S&S rota

The principal consults with teachers in deciding on the timetable for S&S duties. Supervision duties should first be timetabled over the course of the school year. Residual hours available after the timetabling of supervision will be available for substitution.