



# *St. Mary's Secondary School*

*Convent of Mercy, Newport, Co. Tipperary V94 RY18*

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Registered Charity Number: 20148379



## Supervision Policy

St. Mary's Secondary School, Newport, is a Voluntary Catholic Secondary School under the Trusteeship and the Patronage of C.E.I ST. (Catholic Schools, An Irish Schools Trust). The School is grant aided by the Department of Education & Skills, and is a co-educational school.

**School Management:** The Board of Management of St. Mary's Secondary School is a statutory Board, appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

St. Mary's Secondary School, Newport operates as a Catholic co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it serves.

### **In pursuing this mission we aim:**

- To provide a quality educational experience that caters for the full range of academic aptitude and abilities.
- To foster the intellectual, physical, social, cultural, moral and religious development of our students.
- To enable pupils to achieve their full potential academically.
- To promote the Catholic ethos and faith.
- To cater for the needs of the local community in so far as ethos, resources and facilities permit.

**Ethos:** As a CEIST school, St. Mary's seeks to promote the five key elements of the CEIST charter.

Promoting Spiritual and Human Development.

Achieving Quality in Teaching and Learning.

Showing Respect for Every Person.

Creating Community.

Being Just and Responsible.

## **Introduction**

This policy applies to all staff and students during school hours, break times and on all school related activities. This list is not exhaustive.

## **Rationale**

Following the principles laid down by the Children First Act 2015, St. Mary's Secondary School, Newport, obliges teachers and staff to take all reasonable precautions to ensure the safety of students, while supervising students during school time, and during all school related activities.

## **Relationship to the Characteristic Ethos of St. Mary's**

This policy is in keeping with the school ethos of providing a safe and secure environment for learning, for all students and for the wider school community.

## **Aims and Objectives**

- To hereby inform parents/guardians that the school does not accept responsibility for students until 8.40 a.m. and after 4.15pm (Monday-Thursday), and 1.35pm on Fridays, with the exception of school related activities.
- To develop a framework that effectively ensures, as far as is practicable, the safety of students whilst on the school premises and school grounds, making their way to and from class, or while engaged in school related activities.
- To observe and monitor behaviour patterns outside the confines of the classroom.
- To contribute to effective school management and to comply with relevant legislation.
- To incorporate the school Covid-19 response plan as part of the supervision policy.

## **School Procedures**

Supervising teachers assume a duty of care at 8.40 a.m. It is the policy of the school to supervise the school premises at all times throughout the school day.

Insurance cover is provided for all students, in school and during school related activities (i.e. any activity taking place with the full knowledge and authority of the school, including direct travel to and from such activities).

A rota for supervision is drawn up by the Deputy Principal, and this rota is displayed on the staff room notice board. Staff are also notified by email from the Deputy Principal.

Supervision duties are compulsory for all staff involved in the Supervision and Substitution system.

If a teacher is unexpectedly absent, the Deputy Principal arranges alternative supervision. Should a teacher have prior knowledge of an absence, it is their responsibility to inform school management of their anticipated absence.

There are teachers on duty at each break. Supervision is provided in the morning, during morning break, at lunchtime and after school.

First aid supplies are kept in the staffroom and the main office.

Accident Report forms are retained as a matter of procedure. These are kept on file in the Secretary's office.

The teacher on supervision duty reports any incidents or injuries to the Year Head, or a member of senior management.

Students are regularly reminded of safe, acceptable behaviour, and of St. Mary's Covid 19 procedures.

All accidents or serious incidents must be recorded, reported and addressed accordingly.

Students who are on detention should remain under staff supervision to complete their work. The detaining teacher is responsible for ensuring supervision for the duration of the detention period.

#### **Procedures when on or off school premises**

1. For out of school activities such as, hurling, basketball, football, soccer, athletics, and tours etc. teachers must ensure that adequate levels of supervision are put in place.

2. If a teacher is called from his/her classroom in an emergency situation, another member of staff shall cover where practicable.

3. Parents/guardians may collect their children during the school day for health commitments/appointments, etc. On collection and/or return, they must complete the Sign out-Sign in book which is available at the school reception.

4. Computer Room: students using the computer room must always be accompanied by a teacher, or an SNA under the instruction of a teacher. Students are not permitted to be on a computer without supervision.

5. School Tours – Taking into account the age and interest of the children, and the curriculum being covered, tours will be arranged at various times to present the students with opportunities to further their education in a different environment. Staff will be extra vigilant when taking students out of school. Special attention will be paid to road safety, behaviour on the bus/train, risks posed by venue (e.g. adventure outings etc.) Please consult the educational outings policy for further details.

#### **Timetable for Review**

The Supervision policy will be reviewed as the need arises, and/or every three years. The next review is scheduled to take place in 2024.

Policy development team: Mr. C. Buckley, Ms. R. Keane, Ms. R. Barry, Ms. E. Mullally, Ms. K. Ryan.

**Relevant dates for this policy**

Policy reviewed and amended by staff: 27<sup>th</sup> August, 2021

Consultation with Senior Management: 14th September, 2021

Forwarded to Parents Council for consultation: 20<sup>th</sup> September, 2021


Consultation with Programmes Coordinator: 21<sup>st</sup> September, 2021

Draft Policy presented to Board of Management: 21<sup>st</sup> October, 2021

Policy ratified by Board of Management: 21<sup>st</sup> October, 2021

Signed:   
Chairperson, Board of Management

Date: 21/10/21

Signed:   
Principal, St. Mary's Secondary School  
Date: 21/10/21