

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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SUPERVISION POLICY June 2018

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny 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 CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny 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.

Introduction

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

Rationale

Following the principles laid down by the Children First Act 2015, CBS Kilkenny obliges teachers 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 the School

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

Aims and Objectives

- To hereby inform parents/guardians that the school does not accept responsibility for students until 8.30 a.m.
- To develop a framework that effectively ensures, as far as is practicable, the safety of children 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 comply with relevant legislation.

School Procedures

Supervising teachers assume a duty of care at 8.30 a.m. It is the policy of the school to supervise the school premises at all times during regular breaks.

- 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 principal, and this rota is displayed on the staff room notice board.

- Supervision duties are compulsory for all staff involved in the Supervision and Substitution system.
- If a teacher is unexpectedly absent the 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 three teachers on duty at each break. Supervision is provided in the Bialann in the morning, during morning break and at lunch time.
- 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 Deputy Principal'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. Where staff express concerns about a student's behaviour all yard duty personnel are informed and procedures are put in place to ensure the safety of all.
- All accidents or serious incidents must be recorded and reported appropriately.
- Students with injuries/complaints are dealt with by the member of staff on supervision duty or sent to the main office. If first aid treatment is necessary, the children are sent to the main office and treated by the member of staff. A member of staff must remain with them for the duration of the break.
- A teacher may record an incident in a child's homework journal and/or report it to senior management.
- Any serious injury/bump/knock to the head is immediately notified to parents/guardians by phone. Serious accidents and incidents must be reported to the insurance company.
- Head injuries: The teacher on duty must inform the main office or Year Head if necessary. Parents/guardians must be made aware of this by the staff member that it has been reported to. The class teacher informs the parents/guardians at home time.
- If a student is hurt in on the school grounds, they will be accompanied by another student or a member of staff to receive first aid, should it be required.
- Students with diabetes: should they need to have their bloods re-checked during break, the supervising teacher should send them to the office where a member of staff will supervise the re-test, if required.
- Students who are in detention should remain under staff supervision to complete their work. The detaining teacher is responsible for ensuring the 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 be released to cover where practicable.
3. If necessary, students should be left unsupervised for the minimum amount of time possible. If a teacher needs to leave their class group for any significant time, he/she must ensure that they arrange cover.
4. On wet days, students may remain in the school main building. These supervising teachers must supervise the internal environs of the school.
5. Parents/guardians may collect their children during the school day due to health commitments/appointments, music exams etc. On collection/return they must complete the Sign Out/Sign In book which is kept in the school office.
6. Computer Room: students using the computer room are always accompanied by a teacher or an SNA under the instruction of a teacher. Students are never to be permitted to be on a computer without supervision.
7. 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.)

APPROVAL

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____