



Supervision Policy:



School Name: De La Salle College, Waterford.

School Address: Newtown, Waterford.

School Roll Number: 649500

School Details: De La Salle Waterford is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Le Chéile 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 De La Salle, Waterford is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

Inspired by its founder, the mission of the college is to: *“De La Salle College, Waterford is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*

Ethos:

As a Le Chéile school in the De La Salle tradition De La Salle Waterford seeks to promote the key values of a le Chéile school as espoused by life St. Jean-Baptiste De La Salle. Graduates of our school are characterised by a keen sense of the following:

- Intellectual Development
- Emotional and Social Development
- Moral Development
- Spiritual Development
- Concern for Others

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

Introduction

This policy applies to all staff and students during school hours, break times and on all school related activities. It is in keeping with the school ethos of providing a safe and secure environment for learning and for all members of the school community.

Rationale

Following the principles laid down by the Children First Act 2015, De La Salle College obliges all persons involved in supervision 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.

Intentions of policy:

- To develop a framework that strive to ensure, while acknowledging limitations, the safety of students on the school premises and while engaged in school related activities.
- To hereby inform parents/guardians that the school does not accept responsibility for students until 8.40 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. 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 Deputy Principal in accordance with circular 0042/2014, 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. Additional supervisors may be employed if the need arises.

- If a supervisor 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, and arrange to have their supervision period covered.
- There are seven supervisors on duty at each break.
- To function within the terms of other school policies relating to student health and safety.

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 will 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. 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. All collections should be logged on the students Vsware account before collection.
6. 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.) Refer to School Outing Policy.

In the Classroom

It is inevitable that students will be in classrooms at times unsupervised. Student conduct in all situations is governed by the Code of Behaviour which has been signed off on by all parents/guardians on the students commencement in school. In very rare situations teachers may have to leave classrooms.

During timetabled classes student supervision is the responsibility of the teacher. Teachers are advised that students are not to be permitted from classrooms and specialist rooms unless it is necessary. It is essential that rolls are recorded accurately on Vsware.

Students will be allowed out to visit the toilet during classes. In these cases they will not be supervised but their movements between the classroom and the toilet facility will be monitored by CCTV.

Toilet Blocks

There will be minimal supervision of toilet blocks. In the event of suspected breaches of the Code of Behaviour male members of staff will enter the blocks to make an assessment.

Approval:

This policy has been distributed to staff, parents and students for their approval. Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of De La Salle Waterford;

Chairperson: *Nora Widger*

Date: 14/10/24

This policy will be due for review on:

Date: October 2024