

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

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SUPERVISION POLICY January 2022

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.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act (2015) and the Child Protection Procedures for Primary and Post-Primary schools (2017).

While renewing this policy, due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

General Data Protection Regulations came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation.

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 inform parents/guardians that the school does not accept responsibility for students until 8:00am.
- 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 support and reinforce the aims of the antibullying policy of the school through careful observation and monitoring of behaviour patterns.
- To contribute to effective school management and comply with relevant legislation.

School Procedures

Supervising teachers assume a duty of care at 8:00am. 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 and is communicated directly to the supervising teachers through email.
- 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.
- Students are supervised as they enter the school through the front and back doors in the morning and for TY students at the separate entrance doors to Units 1 & 2 of the TY Hub on James's Street.
- Supervision is provided before school begins in the morning, during morning break and at lunch time.
- TY students are required to exit the classrooms of Units 1 & 2 of the TY Hub for both the morning and lunchtime breaks and assemble in the designated area of the school's front yard.
- 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 of serious misbehaviour to the Year Head or a member of senior management.
- All staff and students are regularly reminded of their responsibility to ensure the safety of the entire school community throughout the school day
- All areas of the school building including the student bathrooms are appropriately supervised throughout the school day.
- All accidents or serious incidents must be recorded and reported appropriately in accordance with the school's Accidents and Incidents policy.
- Students with injuries/illness are dealt with by the member of staff on supervision duty or sent to the main office. If First Aid treatment is necessary, the students are sent to the main office and treated by a relevant member of staff in accordance with the school's Administration of First Aid Policy
- Any serious injury/bump/knock to the head is notified to parents/guardians by

phone as soon as possible after the incident. Serious accidents and incidents must be reported to the insurance company in accordance with the school's Accidents and Incidents policy.

- 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 off school premises

1. For out of school activities such as, hurling, basketball, football, soccer, athletics, and tours etc. the tour organiser or team management must ensure that there are appropriate levels of supervision.
2. If a teacher is called from his/her classroom in an emergency situation another member of staff will cover where practicable.
3. On wet days, students may remain in the school main building while the TY students may also remain in their base classrooms in Units 1 & 2 of the TY Hub.. Supervising teachers supervise the internal environs of the main school and Units 1 & 2 of the TY Hub.
4. Parents/guardians may collect their sons during the school day due to health commitments/appointments, music exams etc. Absences must be registered by parents/guardians through the VShare app.
5. 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 permitted to be on a computer without supervision.

APPROVAL

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

Signed: _____
Chairperson, Board of Management

Date: _____