

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

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## SUPERVISION POLICY Dec 2024

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	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 and is a single sex (boys) school.
<b>School Management:</b>	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.

In this policy the term “*parent*” refers to legal guardian also.

## **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 Addendum 2019) and the Child Protection Procedures for Primary and Post-Primary schools revised 2023.

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 that the school does not accept responsibility for students until 08:00.
- 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

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 absent they may swap their supervision slot with a colleague in consultation with management.
- Students are supervised as they enter the school through the front door 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 during morning breaks and lunch times.
- 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.
- All accidents or serious incidents must be recorded and reported appropriately in accordance with the school's Accidents and Incidents policy. Accident Report forms are retained as a matter of procedure. These are kept on file by the Health and Safety Officer.
- The teacher on supervision duty reports any incidents of serious misbehaviour to the Year Head and/or a member of senior management.
- Students with injuries/illness are dealt with in accordance to the school's relevant policies. If First Aid treatment is necessary, a trained member of staff is called to assess the student.
- Any serious injury/bump/knock to the head is notified to parents 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 on detention must remain under staff supervision to complete their work. The detaining teacher is responsible for ensuring the supervision for the duration of the detention period.

- Where teachers are providing extra tuition it is the responsibility of the relevant teacher to ensure supervision for the duration of the period.
- SNAs are on supervision during the formal breaks providing individual supervision for designated children. This is organised by the AEN coordinator.
- If a teacher is called from his/her classroom in an emergency situation another member of staff will cover where practicable.
- Specialist Rooms: students using the specialist rooms are always accompanied by a teacher or an SNA under the instruction of a teacher. Students are not permitted to be on a computer without supervision.

## **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. 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.
3. Maltings Building – students using the Maltings building are always accompanied by a teacher or an SNA under the instruction of a teacher. Students are not permitted to be in the maltings without supervision.

## **Approval**

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

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_