



St. Munchin's College Supervision Policy

Mission Statement

St. Munchin's College is a Diocesan Voluntary Catholic Secondary School for boys only under the patronage of the Bishop of Limerick.

St. Munchin's College is a caring community, sharing the Christian ideal, endeavoring to create and sustain an environment through which each of our students can grow in all ways—aesthetically, emotionally, intellectually, morally, physically, socially and spiritually.

Staff, students and parents, in partnership, actively promotes an atmosphere that protects and respects the dignity and self-esteem of each individual.

By creating an environment which is favourable to learning, respects the dignity of each individual and actively promotes his self-esteem, an environment which is committed to a just and equitable treatment for all, the College tries to ensure that its students are given an education and a value system which will enable them to become responsible members of a rapidly changing society.

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

Rationale

Teachers should take all reasonable precautions to ensure the safety of students and should participate in supervising students when they are on the College premises during school time and during all College related activities.

Legislation such as the Child Protection, Health, Safety and Welfare at Work Act place a duty of care and accountability on schools that must be underpinned by a policy covering all possible eventualities.

Relationship to the Characteristic Ethos of the College

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

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of students while in the College or while engaged in College related activities.
- To observe and monitor behaviour outside the confines of the classroom.
- To contribute to effective College management and comply with relevant legislation.

College Supervision Procedures

- The Board of Management informs parents/guardians that the College does not accept responsibility for students dropped off earlier than 8.00am or students who are not collected promptly at 4.00pm, with the exception of the various after school studies and after school activities. (See appendix one).
- Special Needs Assistants are on duty during all breaks. While these Assistants provide individual supervision for designated students, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher(s) supervising.
- It is practice to supervise the General Purpose/Canteen area during regular periods of student attendance i.e. 8.30 a.m. to 8.45 a.m., 10.55 p.m. to 11.10 a.m. and 1.05 p.m. to 1.40 p.m. This is organised by the Deputy Principal in consultation with the Principal.
- Corridors are supervised
- Grounds/Yard Areas are supervised
- A Supervision Roster of various areas of the College at break and lunchtime is organised by the Deputy Principal in consultation with the Principal. This Roster is displayed on the Staff Room notice board and in the Main Office.

- First Aid – following any accident/incident, the supervising teacher escorts students to the School Office to seek First Aid. The incident is recorded in an Accident Report.
- Where teachers suspect that a student is unwell, parents/guardians are informed by phone. Parents/guardians must be informed of a head injury or a blood injury or if the student requests it, even if the student appears unaffected.
- At all other times each teacher is responsible for the supervision of all students under their care.
- No supervision is provided outside the College grounds, except on College-related activities.
- Teachers should never leave their classroom unsupervised.
- Students who are withdrawn from their mainstream class for special education classes are the responsibility of the teacher taking the SEN session.
- If students remain uncollected after school, the College will ensure that a duty of care is provided until a parent/guardian makes contact. All such students should remain in the Canteen until collected.
- Inclement weather - Students remain in the Canteen area within the College premises. Here the normal supervision rota will apply for all breaks, the exception being that those teachers scheduled to supervise the yard area, must relocate to the Canteen area.
- When visiting teachers, speakers, guests, etc. are in the classroom, the class teacher maintains a presence. S.N.A.'s are not left in sole charge of a class.
- The College Safety Statement lists all hazards in the College. All staff should be familiar with this document. It is available on the College Share Drive.
- In the case of the college 'studies', operating on an afterschool basis::
 - Roll will be called for After School Study at 4.00pm sharp on Mondays, Tuesdays & Thursdays- 2.00pm on Wednesdays- 3.15 on Fridays. Roll will be called for Night School Study at 7.00pm sharp on all nights Monday to Thursday. It is noted that students are not permitted to exit and enter the study facility at will. Once study has begun everyone remains seated unless a note has been provided to the Supervisor of Studies.
 - Supervision will be provided 2 hours for After School Study and 2.5 Hours for Night Study.
 - St Munchin's College wishes to create a solid and supportive after-school & night studying/working environment and request both staff and students work together in achieving this.

Special Provisions

- For out of College activities, adequate levels of supervision is provided.
- Please note – Depending upon numbers attending the event, there will be a number of supervisors in attendance. The supervisors and their total number is at the Principals discretion. Additionally, just as in school, courtesy and good manners is required of students.
- Parents sign consent forms for out of College activities/tours etc.
- It is College policy to request parents to make appointments if they wish to meet with their child's subject teacher or a member of Senior Management.
- Parents/Guardians may request that their child be allowed leave during the College day due to health appointments etc. Parent/Guardian must sign students out at the office and sign back in on their return, if necessary.

One to One Teaching/Counselling

Provided it is deemed appropriate one to one teaching is provided for students in the school. As a school it is necessary for us to weigh up the benefits of this form of instruction against the possible disadvantage in relation to Child Protection issues. While the majority of SEN students are withdrawn in small groups or are taught utilising a co-teaching approach some students require one to one teaching in order to meet their needs. Every effort is always made to ensure the safety and welfare of students and the teaching staff in particular in one to one teaching situations. Clear boundaries are always put in place regarding the physical environment e.g. a glass panel in the door, seating arrangements, proper timetabling. When a child needs one to one teaching parents are advised of the arrangement in advance.

Supervision of House Exams

Staff are asked to:

- (i) Be on time. Arrive at exam hall/classroom in good time. This will facilitate time keeping of each exam and their smooth running. Additionally, it will also relieve other teachers who may need to supervise elsewhere.
- (ii) Be vigilant. Any student who attempts to talk to/distract/disrupt another student must be given a verbal warning. If there is a recurrence of this behaviour, the Principal/Deputy Principal must be sent for immediately. Further sanctions are at the discretion of Senior Management.
- (iii) Be active in supervision. Walk the room, allow the students to see you observing them. If your 'slot' includes a break, teachers are expected to supervise students in the Canteen/corridor areas.
- (iv) Be consistent.
 - Students are not allowed to bring food/drinks into the exam.
 - There are no bathroom breaks during exams. Please advise students to use the bathroom before the commencement of each exam. *Please use your own judgement in extreme circumstances. However, this should only be in extreme circumstances only.*
 - Answer books must be returned in their allocated envelopes with details of specific subject teacher, subject and class group in the exam box placed in the staff room, in a prompt manner.
 - At the end of each exam students should leave the exam hall one row at a time.
 - Please relieve fellow supervisors half way through breaks (small break or lunch time, as appropriate).
- (v) To follow SEC procedures.
 - Students must sit in their assigned seats for all exams. This is to facilitate attendance roll call. *Movement of designated seats is at the supervisor's discretion only, and on an exam to exam basis – sunlight etc. This should be noted for the succeeding supervisors benefit and information.*
 - Completed answer books must be collected at the termination of the exam only.
 - No exam should finish before the designated time.
 - Supervisors should circulate and supply stationary to students as requested.
 - Vigilance must be exercised while supervising to ensure that copying is not taking place.
 - Correction of exams, using iPads, laptops, communicating on phone should not take place while supervising.

Any changes to supervision rotas/classrooms etc. will come from Senior Management. Staff will be informed via email. Staff are asked to check this regularly during House Exams times.

GOOD PRACTICE FOR TEACHERS AND SNA'S WHEN SUPERVISING:

While providing substitution cover, it is advisable for teachers to:

- Walk continuously through their designated supervision areas.
- Engage in active substitution-teacher should be fully alert and focused while substituting a group.
- Be alert for instances of 'rough play' or games that have the potential for injury.
- Report any potentially hazardous areas, items etc. to the Principal/Deputy Principal.

- Use common sense.
- Be conscious of the foreseeability of an incident.
- Record all incidents/accidents etc. on incident/accident report forms. (Available in Main Office).
- Use their discretion when, for example, older students are playing with younger students in a way that is likely to cause injury.
- Act reasonably and sensibly
- Not use mobile phone except in emergency / when there is need to contact office or school management.

INSIDE THE COLLEGE, it is advisable to teachers on supervision to:

- Ensure students walk while on the corridors and other such places inside the College.
- Ensure order is maintained in the Canteen queue.
- Walk continuously through their designated supervision areas.
- Engage in active substitution, i.e. teacher should be fully alert and focused while substituting a group.
- Ensure there is no activity taking place where there is a foreseeable risk, other than the ‘normal’ risks associated with ‘play’ in general (e.g. there would be foreseeable risk in students doing cartwheels while on corridors).
- Report any potentially hazardous areas, items etc. to the Principal/Deputy Principal.
- Use their discretion when, for example, older students are playing with younger students in a way that is likely to cause injury.
- Act reasonably and sensibly
- Use common sense.
- Be conscious of the foreseeability of an incident.
- Record all incidents/accidents etc. on incident/accident report forms. (Available in Main Office).

IN THE YARD, it is advisable to teachers on supervision to:

- Take their mobile phone with them while supervising, due to the size of the yard area.
- Locate themselves in those areas which are highly trafficked by students i.e.
 - The main school back yard
 - The small back yard in front of the playing fields
 - The lower back yard in front of the Sports Hall
 - The path surrounding the playing fields
- Walk continuously through their designated supervision areas.
- Engage in active substitution, i.e. teacher should be fully alert and focused while substituting a group.
- Report any potentially hazardous areas, items etc. to the Principal/Deputy Principal.

- Use their discretion when, for example, older students are playing with younger students in a way that is likely to cause injury.
- Act reasonably and sensibly
- Use common sense.
- Be conscious of the foreseeability of an incident.
- Record all incidents/accidents etc. on incident/accident report forms. (Available in Main Office).

DRESSING ROOMS/CHANGING AREAS/SHOWER AREAS

- Dressing Rooms/Changing Rooms and Shower Areas are for the sole purpose of students participating in sports activities. Students not participating in the sports activity at a given time do not enter these areas.
- It is the intention of the school that all students should be afforded privacy whilst using these areas.
- **However, to ensure the wellbeing and safety of students the Board of Management authorises teachers/supervisors to enter these areas preceded by a vocal alert telling students that an adult is entering the area.** The teacher/ adult supervisor will enter the area after a brief period to allow students sufficient time to dress themselves to a level of decency.

EXCURSIONS

Please note – Depending upon numbers attending the event, there will be a number of supervisors in attendance. The supervisors and their total number is at the Principals discretion. Additionally, just as in school, courtesy and good manners is required of students.

When taking students from the college, it is advisable to teachers supervising to:

Bus Journeys

- Ensure that the students walk to the bus and behave in a safe manner while on the bus. Running to or from the bus is strictly prohibited.
- Supervise students while on bus. Teachers should maintain a presence on each level of bus, where necessary, and in the various seated sections where students are located.
- Ensure both teachers and students must adhere to all road and traffic regulations including the wearing of seat belts.
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Walking to church, theatre, library, walks, local events etc.

- Walk with his class and ensure students are in pairs and with their class group.
- Give his full attention to the safety on the road.
- Supervises the crossing of any roads.
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Sport/Activities/School outings etc.

Pupil/Teacher Ratio

- Good practice dictates that the school should try to ensure that more than one teacher is present on an out of school outing. This will help to ensure the safety of the students as well as protect the

adult. The ratio of teachers to pupils should reflect the level of risk of the activity and length of the trip. The following should be considered:

- The age and maturity of the pupils involved.
- The number of pupils travelling.
- The location of the trip.
- The length of the trip – Overnight trips will need higher rates of supervision.
- Additional supervision which may be provided at the destination point.
- The type of transportation used.
- Pupils leaving on a day activity must have their attendance recorded on the VS ware prior to departure. The list of students participating in the activity should be e mailed to staff in advance.

Procedures while on overnight out of school activity

- On trips which involve an overnight stay in Ireland or abroad, pupils will not be directly supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inappropriate or insufficient should not permit their son to take part in such trips.

- Normal school rules apply.
- Parents will be informed immediately of any serious incident of misbehaviour.
- Following gross misconduct students may be sent home at parent's expense.
- The following list of items may not be brought on nor purchased by students on a tour/overnight activity/fieldtrip:
 - Alcohol
 - Cigarettes
 - Fireworks
 - Weapons
 - Exotic Animals
 - Illegal substances
- Parents must give the tour organiser permission to obtain **medical treatment** for the student if required.
- It is important to ensure frequent meetings with students while on day/overnight trips. Students should not be unsupervised for prolonged periods without meeting with or being checked by teachers.
- Corridor supervision at night until students are settled down is essential.
- Appropriate agreed sanctions will be applied during or after school tour, over- night trip etc. Such sanctions will be applied within the school Code of Behaviour and with the full knowledge and support of the Board of Management.
- Certain trips may facilitate shopping or recreation which may not be directly supervised. This situation will be indicated on the permission slip, itinerary or information letter sent to parents/guardians.
- Good practice will include:
 - *Counting students on/off buses etc.*
 - *Having designated meeting times and places*
 - *Pupils carrying identification and contact/itinerary details*
 - *Pupils always remaining in pairs/groups*

- The Principal/ Deputy Principal will approve the supervision requirements in advance of all trips out of school.
- All trips abroad or overnight stays must be sanctioned by the Board of Management.

➤ When extra-curricular activities require that a group of students spend one or more nights away from home, there are added issues that the school must address. These include, among other things:

- *Sleeping accommodation should be shared by students of approximately the same age.*
- *Interventions by teachers in sleeping area/changing rooms should only take place in the manner set out above for dressing rooms.*
- *Teachers intervening in such situations must be appropriately clothed. Less than full clothing may be necessary in the case of an emergency.*
- *Ensuring that the accommodation is clean, safe, and appropriate for the Students'.*
- *Ensuring students are adequately prepared for the trip*
- *Having an evacuation plan in the event of a fire and ensuring that the students are familiar with this.*
- *Establishing and policing a curfew for students. In cases of overseas trips, making provision for medical care if it should be required.*
- *An information meeting for parents of students traveling abroad may be held where the need arises.*
- *Normal School Rules apply on all trips. Parents will be informed of any serious incident of misbehaviour or where there is concern for the wellbeing or safety of students.*
- *See School Tour Policy and Sport Guidelines Policy for further information in relation to school outings and activities.*
- *Outline details of the activity, time of departure and return to management and students. Where written consent of parents is required such forms should be filed for record purposes.*
- *Submit the following details to school management in advance of any planned overnight activity:*
 - List of participating students.
 - Address, phone details etc. of venue.
 - Details of activity/itinerary.
 - Name(s) of accompanying teachers(s).
 - Transport arrangements.
 - Seek relevant data from students with known medical/dietary needs (issue template letter and medical information form).
 - The trip/tour organiser should have contact details of parents/guardians on any students participating in our overnight/out of school hour's activities.
 - For overnight trips, ensure that organiser has mobile phone numbers of all students.
 - Ensure pupil/teacher ratio is adhered to

Success Criteria and Review

- Ensuring a safe, student-friendly College.
- Providing organised and safe College activities.
- Re-enforcing College rules regularly.
- Reviewing supervision duties regularly.
- Altering or adjusting procedures as appropriate.

- 1. Please see appendix for note to parents/guardians advising of times the College can accept responsibility for their children.*
- 2. Please see appendix for Supervision Roster*
- 3. Please see appendix for note seeking permission from parents/guardians to attend College tours/excursions.*

This Policy was ratified by the Board of Management on December 2019.

Signed: _____

Chairperson of Board of Management

Signed: _____

Secretary of Board of Management

Review Date: December, 2021

APPENDIX ONE: TO BE INCLUDED IN SCHOOL JOURNAL

Note to parents/guardians advising of times the College can accept responsibility for their children.

Date:

The building will be open to students from 8:00am and closed 30 minutes after official closing time. Supervision is provided between these times only. The school accepts no responsibility for students outside these times. The school authorities will make all reasonable efforts to inform parents / guardians of any minor adjustments in the opening / closing times which may occur on rare occasions.

Please note that meetings with school staff require an appointment. The school office should be contacted to arrange same.

Yours faithfully,

David Quilter,
Principal.

APPENDIX TWO: SUPERVISION ROSTER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING (08:30 - 08:45)					
Canteen	Karen Fahy	Alan Coleman	Jean Collopy	Jason O Brien	Philip Horan
A Corridor	Eric Nelligan	Sara McGeer	Deirdre Coone	Brid O SullivanGlynn	Alan Murnane
B/C Corridor	Helen Lowe		Teresa Collins		
BREAK (10:55 - 11:10)					
Canteen (1)	Michael O Dea	Stephen Chambers	Deirdre Collins	Emma Behan	Colm Barrett
Canteen (2)	Donal Madden	Ruth Kinahan	Andriena Scott	Martin McMahon	Colin McMahon
A Corridor	Tim Kennedy	Neil Cronin	Lorna Murphy	Niamh Mullally	Eoghan Rowley
A Corridor	Paul Whelan	Ken Kelly		Ger Slattery	Andrew O Byrne
B/C Corridor	Eoin O Brien				
Yard	John O Neill				David Quinlan
LUNCH (35 minutes)					
Canteen (1)	Colm Barrett	Tim Kennedy		Colin McMahon	Deirdre Coone
Canteen (2)	Michael O Dea	Philip Horan		Lorna Murphy	Sara McGeer
A Floor <small>(Outside canteen/Lab)</small>	Helen Lowe	Eric Nelligan		Emma Behan	Niamh Mullally
A Floor <small>(1st Year Lockers)</small>	Deirdre Collins	Ruth Kinahan		Teresa Collins	Jean Collopy
A Floor <small>(Junior Toilets)</small>	Donal Madden	Jason O Brien		Martin McMahon	Andrew O Byrne
B/C Corridor	Karen Fahy	Andriena Scott			Lorna Murphy
Upper Yard	John O Neill	Paul Whelan		David Quinlan	Stephen Chambers
2nd yr	Alan Coleman	Alan Murnane		Neil Cronin	Eoin O Brien
Assembly Hall	Brid O SullivanGlynn	Eoghan Rowley		Ken Kelly	Ger Slattery

APPENDIX THREE: SAMPLE SCHOOL TOURS RULES & REGULATIONS



Student Tour Rules, Regulations & Consent Agreement

Please read carefully the rules set out below and sign in the appropriate place to indicate that you accept same.

This activity is part of the 2nd Year Programme and as such the normal school rules will apply for the duration of the tour.

A foreign trip is an exciting adventure whether you are an experienced traveller or journeying away from home for the first time. It is an opportunity to explore new places, ideas, and cultures. The fun and adventure of travel is experiencing different ways of eating, living, and thinking. Because of these differences, and for your safety, we have set some important rules and guidelines. Adhering to these regulations will not only enhance the enjoyment of your trip, but also ensure that you have a safe one.

BUS BEHAVIOUR:

Your motor coach will be with you for your entire Tour. The bus must be kept neat and clean. All garbage shall be disposed of in an appropriate manner. Noise should be kept to a minimum so that your bus driver is not distracted. You will be held responsible for any and all damage you cause.

ACCOMMODATION BEHAVIOUR:

Treat your room with respect. Keep it neat while you use it. You will be held responsible for any and all damage you cause. Be mindful of noise in accommodation areas, especially at night. Do not run in the hallways or slam doors! Other guests are trying to sleep and noises carry. Except with the express permission of your teachers, no tour participant is (i) to leave the accommodation grounds for any reason (ii) leave their room after curfew time, (iii) allow other students into their room after curfew time .

LOST OR STOLEN ITEMS:

You are responsible for your own belongings. Keep all valuables with you at all times. Report any missing items directly to Mr Quilter.

STAYING TOGETHER:

It is imperative that you stay together at all times. No one may go anywhere alone for any reason whatsoever. It is of the utmost importance that your teachers know where you are at all times. Remember you are part of a group. Always be on time for scheduled activities and departures. It is unfair to keep others waiting

and you don't want to miss a thing!

BREAKING OUT IN SMALLER GROUPS:

There are certain parts of your Tour when your teachers may permit you to break off into smaller groups. If that is allowed, you must stay in groups of at least three or four. The teachers will also give explicit instructions as to where and with whom you are going and on the time and place of your return.

TOURS EMERGENCY CARD:

You must have in your possession the Tours "Emergency Procedure Card" which will be distributed at beginning of the Tour. This card provides 24-hour telephone numbers to call in the event you need assistance while on Tour or are lost or separated from the Group.

CURFEW:

All students are required to be in their rooms at a set time.

ALCOHOL OR CONTROLLED SUBSTANCES:

Any student suspected of having alcohol will have their bag checked. Any student possessing or using alcohol or any controlled substances will be sent home immediately at parental expense.

COMMON SENSE AND COURTESY:

You must be mindful of your own safety and well-being throughout the Tour and use your own good judgment at all times. You are responsible for your possessions as well as for your behaviour and will be held accountable for them. All students agree to be respectful towards and cooperative with teachers and staff of the hotel and places visited at all times.

I, (student Name) _____ agree to adhere to the tour rules and regulations and understand that normal school rules apply while on tour.

I, as a parent/guardian _____ have read through the rules with my son and understand the consequences of any breach of the rules. I take full responsibility for my son's actions while on the tour.

CONSENT:

St Munchin's College has been advised that with immediate effect group leaders must present to an Immigration Officer on arrival at Dublin Airport. They must be in possession of letters of consent, to travel with the nominated adult from each minor's parent(s)/guardian(s).

I, as a parent/guardian _____ hereby grant my consent for my son to travel to Rome on the 3rd April 2018 with St Munchin's College under Group Leader, David Quilter, Principal, St Munchin's College.