



SUPERVISION POLICY

The Principal, under the direction of the Board of Management, has responsibility for organising supervision within the school. This responsibility may be delegated to other members of staff when necessary.

All supervision in the school is provided by the teaching staff – classroom teachers and part-time special subject teachers. Special Needs Assistants assist the teachers with the supervision of pupils.

- **Classroom Supervision:** For the purpose of St. Gabriel's School, the classroom is defined as all internal and external areas of the classroom (Main Room, Kitchen, Quiet Rooms, WC, Adjoining Soft Play Area), During the normal school day, subject to all staff members being present, the classroom is staffed by a teacher and a number of special needs assistants as determined by the needs of the pupils in that group. Class groups are under the supervision of a teacher at all times – either their own teacher or a “support teacher” (usually the teacher in the next nearest classroom and via walkie talkie for brief periods)
- **Absent staff:** When staff members (teachers or Special needs assistants) are absent, every effort is made by the school office to find a substitute staff member when Dept. of Education & Skills guidelines allow for same. (Please see “Arrangements for cover for teachers on leave where no substitution is provided by Dept. of Education & Skills”; Circular 33/2013; Circular 0115/2008; Circular 0045/2009). In the event of substitute unavailability or not allowed, the Principal or Deputy Principal will decide how best to organise supervision for the period of absence of that staff member depending on the individual circumstances of the class/es in question.
- During **lunch break periods**, the children are under the supervision of a teacher - either their own class teacher, the “support teacher” or another teacher. Each teacher arranges for the supervision of their own class group on yard. Decisions taken regarding level of supervision at such times are always authorised by the teacher, Deputy Principal or Principal.
- During lunch periods, **when the class teacher is on break**, each Class Teacher will be “on call” to deal with any **emergencies** that may arise.
- During lunch periods, **when special needs assistants are on break**, each Special Needs Assistant will be “on call” to deal with any **emergencies** that may arise.
- In the case of the **absence of a teacher for a short period** (such as to attend meetings, consult with others, organise activities), the “support teacher” supervises the class group. It is the duty of the class teacher to inform the support teacher of their absence. If it is deemed necessary, a pupil/s may be removed from the class group and placed in another classroom for the period of the absence. If on the premises, the class teacher is “on call” in the event of an emergency.
- **Yard/Playground Supervision:** Pupils have set times to use the playground/yard. There is a Junior and a Senior Yard. For safety reasons, classes there are set areas and times for each class or group of classes. Risk assessments are carried out for suitability of shared times.

Each teacher arranges for the supervision of their own class group on yard. If a class teacher is absent on an EPV or UCSL day, another class teacher will supervise both classes.

- **Supervision in non-classroom areas of the school premises (e.g. P.E. Hall, Sensory Garden):**
Individual pupils or groups of pupils may be taken to the yard / ancillary areas of the school premises to complete a specified programme or to allow a pupil a “break” for self-regulation purposes. This may be scheduled at any time of the day due to class management needs or individual pupil’s needs. Pupil/s are to be accompanied by permanent staff at a minimum 1:3 under the direction and supervision of a teacher. Teacher does not have to be present for all these times.
- **Students on placement or any other voluntary workers** may assist with supervision but are never to be left alone with any number of pupils no matter how short a time. They must always be accompanied by a member of staff. They cannot be reckoned in the supervision ratio of 1:3.
- Individual pupils or small groups of pupils may need to be taken **off the school premises** as part of their programme (e.g. on walks, on community access trips, swimming etc.). On such occasions, a teacher should always accompany the pupils. (In situations where a member of the multi-disciplinary team is undertaking a programme with a pupil/s, they may supervise the pupil/s at this time) An individual staff member should not accompany any pupil/s alone. Always ensure that there are at least two adults in any group. This applies even when only one pupil is being taken for a walk. On outings/trips, an Outings Plan/Risk Assessment document should be completed and handed into the office *prior* to departure. (*See Outings and Trips Policy*). If a pupil with an Epilepsy Care Plan is being taken off the premises, their Care Plan, epilepsy rescue medication and a phone must always be taken too.
- **Supervision on Transport:** A teacher must always be present on the **school bus**.
- **Supervision at Swimming** : A teacher must always be present at the swimming pool for the full duration of the swimming session.

Most pupils require one to one supervision in the water. *“Water safe” pupils may be supervised at a 1 staff :2 pupils level. This needs to be written into the pupil’s risk assessment for swimming.*

- **Escorts on School Transport:** An escort pupil ratio of 1:3 will normally operate on all routes. (Please refer to Escorting Policy)

Ratified by the Board of Management

Date: _____

Signed: _____

Chairman