

An Augustinian School



SUPERVISION POLICY

Good Counsel College

New Ross

April 16th 2018

It is the intention of the college that all students should be afforded privacy whilst using dressing rooms, toilets and shower areas.

Where it appears that the well-being or safety of students require intervention by an adult, the Board of Management authorises such intervention which would, except in an emergency, be preceded by a vocal alert telling students that an adult is entering a dressing room after a brief period to allow students dress themselves to a level of decency. All such interventions must be recorded briefly by the intervening adult in an incident book kept for that purpose in the Principal's office.

1. Supervision

- a. The School provides supervision at the following student break times;
 - ✓ 8:30am to 9:00am (pre-school)
 - ✓ 10:20am to 10:40am (morning break)
 - ✓ 1:20pm to 2:00pm (lunch break)
- b. Supervision is provided through a combination of external adult supervisors and teachers from the Supervision and Substitution scheme. The Principal and DPs are also present at this time.
- c. Role of the Supervisor (Morning & Breaks)
 - i. To familiarise themselves with their role and inform themselves of their responsibilities under Child Protection Guidelines.
 - ii. To attend at the assigned times in order to supervise their assigned area. This will be indicated by the Principal/Deputy Principal and is subject to change.
 - iii. Monitor student movement, behaviour and cooperation with school rules.

- iv. Ensure students leave their area in a clean and tidy fashion.
- v. Ensure prompt safe movement to class at the end of each break.

d. The following number of supervisors are used at the times indicated.
Supervisors may be asked to supervise in alternative locations:

	Main School	Yard	Ref	1st Year
Pre-school	2			2
Morning break	2	3		2
Lunch break	2	3/4	1	2

2. Entering Dressing Rooms

- ✓ In the case of all matches/PE/Games, the first adult person into a dressing must give a vocal alert telling students that they are entering the dressing room and allow a brief period to allow students dress themselves to a level of decency.
- ✓ Where possible, there must be two supervising teachers at all matches involving school teams, at least one of whom must be male. Where it is not possible to have two supervising teachers at a match, a voluntary adult supervisor, approved in advance by the Board of Management following satisfactory Garda vetting, may be engaged to assist a teacher.
- ✓ Teachers must not take students in their cars unless they have specific business or work-related insurance cover to so do. The Board of Management will provide financial assistance to any member of staff

taking out such business or work-related insurance. Teachers must never put themselves in a position of being alone in a car with a student.

3. Entering Toilets

- ✓ Teachers/adult supervisors should give advance notice of their intention to enter toilets except where it appears that the well-being or safety of students require immediate intervention by an adult.
- ✓ Student's should be given a period of time before the teacher/ adult supervisor enters.
- ✓ Ideally if checking toilets for smoking etc. then two adults should enter toilets if advance notice is not being given.

4. One-to-one

- ✓ It is preferable for teachers not to be in a one- to- one situation with students.
- ✓ Where this does happen e.g. learning support, special examination centres, counseling and guidance the teacher must be visible at all times through an open door or a clear glass panel.
- ✓ Where teachers need to talk privately with an individual student, the teacher should be clearly visible to others at all times while the student can be afforded privacy.

5. First AID

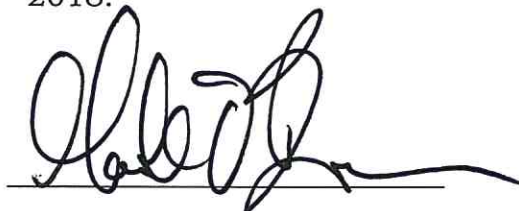
- ✓ First Aid must only be administered by a qualified person. A list of such staff is attached to this policy. It is preferable that First Aid be administered where the student and first responder are clearly visible to others at all times.

- ✓ In cases of exceptional emergency, all teachers and voluntary adult supervisors are authorised by the Board of Management to do what must be done. Details of such emergency must be recorded in the incident book stored in the principal's office.

This Policy was adopted by the BOM on April 16th 2018.



Fr Paddy O'Reilly OSA
Chairperson BOM



Mr Mark O'Brien
Principal, Secretary BOM

Trained First Aiders

- ✓ Mr Leigh O'Brien
- ✓ Mr Aidan O'Brien
- ✓ Mr PJ Walsh
- ✓ Mr Kevin Kehoe
- ✓ Mr Tony French
- ✓ Mr Declan Wall
- ✓ Mr Eamonn Daly
- ✓ Mr Richard Barry

Trained in use of AED

- ✓ Mr Gary Chappell
- ✓ Mr Tony French
- ✓ Mr Declan Wall
- ✓ Ms Pauline French
- ✓ Mr Eamonn Daly
- ✓ Mr Leigh O'Brien

