Supervision Policy

of

Jesus & Mary Secondary School.
Gortnor Abbey

School Patrons: Le Chéile Schools Trust clg.

This Policy has been approved by the Board of Management at its meeting of

DATE: 26-3-2026

CHAIRPERSON: Paul Mc Dermott

Mr. Paul Mc Dermott

NEXT REVIEW DATE: 26-3-2029

Supervision Policy

ADOPTED BY THE BOARD OF MANAGEMENT 2026

In accordance with the Health & Safety and Welfare at Work Act (2005) and Children First: National Guidance for the Protection and Welfare of Children (2017), Revised 2022, updated 2025. These regulations place a "duty of care" on the school, requiring teachers to act *in loco parentis*-taking care of students as a careful parent would. This policy ensures a secure environment for learning for students and the wider community.

the Board of Management of Jesus and Mary Secondary School Gortnor Abbey has adopted the following Policy

This policy is available to our school community on the school's website and in hard copy on request. This policy and its implementation will be reviewed, each calendar year or as soon as practicable after there has been a material change in any matter to which this policy refers.

Signed: _____

Date: _____ **(Chairperson of board of management)**

Signed: _____

Date: _____ **(Principal)**

1. Introduction

In keeping with the Jesus and Mary Ethos, Gortnor Abbey is committed to the holistic development of each individual by empowering them to grow in justice, honesty, respect and loyalty. To achieve these ideals, the school recognises the fundamental need for a SAFE ENVIRONMENT.

This policy is informed by the Health & Safety and Welfare at Work Act (2005) and Children First: National Guidance for the Protection and Welfare of Children (2017), Revised 2022. These regulations place a "duty of care" on the school, requiring teachers to act *in loco parentis*-taking care of students as a careful parent would. This policy ensures a secure environment for learning for students and the wider community.

2. Purpose

- To establish a framework that ensures, as far as practicable, the **safety of students** in classrooms, corridors, and outdoor spaces (including every resource area, the corridors around each toilet, outdoor year areas and across the front of the school grounds and Canteen).
- To promote an atmosphere where a **sense of responsibility, self-confidence, and self-esteem** are developed.
- To ensure effective school management and compliance with all relevant Irish legislation.Appendix 1

3. School Procedures & the S&S System

Supervision is managed through the S&S System. Teachers are invited to indicate preferences for substitution periods by filling in all the unallocated periods on their timetable in numbered order of preference from which three are selected for substitution duties. Teachers who are not on full hours will have the following number of on call classes selected: Up to and including 12 hours - 1 class period. 12 up to and including 17 hours - 2 class periods. > 17 hours 3 class periods.

- **Duty Rota:** Drawn up by the Deputy Principal in consultation with the Principal and shared via the staffroom noticeboard and email.
- **Monitoring:** Teachers must check **TYRO** daily to remain aware of their required supervision duties during their three "on call" periods.
- **Leave:** Teachers requesting personal leave must ensure the appropriate form is completed and that cover is arranged for all classes and supervision requirements.

a. Designated Supervision Times

Supervision is provided at the following specific times:

- **Morning:** 8.39 am – 8.54 am.
- **Small Break:** 10.56 am – 11.11 am.
- **Lunch Times:** 1.13 pm – 1.43 pm (Note: Friday classes end at 1.13 pm).
- **After School:** 3.45 pm – 4.00 pm.

b. Supervision Protocols by Area

- **Classrooms:** To ensure safety, **no student should be in a classroom or any part of the school without a teacher present.** If a teacher must leave, they must arrange for another teacher or a member of Senior Management to supervise.
- **Corridors:** To maintain order and respect, students are expected to **walk on the right-hand side.** Teachers monitor corridors during their own travel and immediately outside their classrooms.
- **Canteen and Resource Areas:**
    - Food may only be consumed in the **canteen** and non-carpeted resource areas.
    - Each year group is assigned designated indoor and outdoor spaces as directed by supervisors.
    - At **1.38 pm**, students must be moved along to prepare for their next class.
    - One teacher must remain in the canteen until all students have vacated the area.
- **Toilets:** Toilets must be **actively supervised** during break times, with staff limiting the number of students (3-4) who can access them at any one time.
- **No food is allowed in the toilets**
- **Any evidence of vaping /smoking/ illegal substances will result in an immediate suspension.**
- **School Grounds:** No student may leave the school during the day without explicit permission from parents or guardians which is recorded on TYRO.

c. Staff Responsibilities and Inclusion

- **Vigilance:** Teachers and SNAs are required to be **proactive and vigilant**, circulating the canteen and outdoor spaces regularly.
- **Special Needs Assistants (SNAs):** SNAs provide individual supervision for designated students during formal breaks, as organised by the SEN Coordinator. They act in an **observing and reporting capacity**, bringing any misbehaviour to the attention of the supervising teacher.
- **Conduct:** Incidents of misbehaviour are managed under the school's **Code of Behaviour and Anti-Bullying Policy**.

d. Student Responsibilities

In line with the school's ethos and in order to support a safe and orderly environment, students are expected to take responsibility for their own behaviour at all times during the school day and during school-related activities.

• **Compliance with Instructions:** Students are required to follow all reasonable instructions given by teachers, SNAs, and school staff, particularly during designated supervision times.

• **Designated Areas:** Students must remain in their assigned indoor and outdoor areas during break and lunch times, as directed by supervising staff, and adhere to all rules governing these spaces .

• **Movement Around the School:** Students are expected to move safely and calmly throughout the school, walking at all times and keeping to the right in corridors.
• **Behaviour During Breaks:** Students must conduct themselves in a manner that is safe and respectful, avoiding rough play or any behaviour that may pose a risk to themselves or others.
• **Respect for Property and Environment:** Students are expected to respect school property and the property of others, and to keep all areas of the school clean and tidy.
• **Toilet Use:** Students must adhere to all rules relating to toilet use, including limits on numbers and appropriate conduct.
• **Prohibited Behaviour:** Smoking, vaping, and the use of illegal substances are strictly prohibited and will be dealt with in accordance with the school's Code of Behaviour.
• **Reporting Concerns:** Students are encouraged to report any unsafe behaviour, bullying, or concerns to a member of staff.
• **Positive Contribution:** Students are expected to contribute positively to the school community by treating others with respect and upholding the values of the school.
Failure to comply with these responsibilities will be addressed in accordance with the school's Code of Behaviour and Anti-Bullying Policy.

d. Health, Safety, and Accidents

In line with our commitment to a safe environment, any accident occurring during supervision must be documented on an **Accident Report Form** (available in the main office). While supervisors manage minor injuries, more serious injuries are referred to the school's **First Aiders**.

This policy supports the school's mission to encourage participation in all facets of school life—spiritual, academic, sporting, social, and cultural—within a secure framework.

4. Implementation

This policy will apply to all staff and students.

5. Review

This policy will be reviewed periodically by the **Board of Management in consultation with school staff**, or when changes occur in legislation, Department circulars, or national agreements affecting supervision arrangements.

6. Appendices

Appendix 1

a. Primary Legislation

The following legislation underpins the duty of care and governance responsibilities of the Board of Management in relation to student supervision:

- **Education Act 1998**
- **Education (Welfare) Act 2000**
- **Education for Persons with Special Educational Needs Act 2004**
- **Children First Act 2015**
- **Child Care Act 1991**
- **Safety, Health and Welfare at Work Act 2005**
- **Employment Equality Acts 1998–2015**
- **Equal Status Acts 2000–2018**
- **Data Protection Act 2018**
- **General Data Protection Regulation (GDPR)**

These Acts establish the responsibility of the school to ensure the **safety, welfare and care of students during the school day and during school-related activities**.

b. Department of Education Circulars

The following Department of Education circulars inform the operation of supervision arrangements within the school:

Supervision and Substitution

- Circular **0033/2013 – Supervision and Substitution Scheme**
- Circular **0006/2014 – Supervision and Substitution Opt-Out Arrangements**
- Circular **0047/2017 – Supervision and Substitution Scheme Revision**
- Circular **0032/2023 – Supervision and Substitution Scheme (Principals and Deputy Principals)**
- Circular **0071/2024 – Updates to the Supervision and Substitution Scheme**

Supervision of Pupils

- Circular **PPT01/03 – Supervision of Pupils Before School, During Breaks and After School**

These circulars outline the **obligations of teachers and school management regarding supervision and substitution duties**.

c. National Agreements Affecting Teacher Duties

Teacher supervision duties may also be influenced by the following national public service agreements:

- **Haddington Road Agreement**
- **Lansdowne Road Agreement**
- **Public Service Stability Agreement (Building Momentum)**

These agreements introduced changes to **working hours and supervision/substitution requirements for teachers**.

d. Union Guidance

The school also has regard to guidance issued by teacher unions including:

- **Association of Secondary Teachers Ireland**
- **Teachers' Union of Ireland**

e. Duty of Care

In exercising its responsibilities, the Board of Management recognises the **duty of care owed to students while they are attending the school or engaged in school activities.**

Teachers and school staff act **in loco parentis** and are required to take reasonable care to ensure that students are appropriately supervised.

f. Related School Policies

This Supervision Policy should be read in conjunction with the following school policies:

Student Welfare and Safeguarding

- Child Safeguarding Statement
- Child Protection Procedures
- Anti-Bullying Policy
- Code of Behaviour

Health and Safety

- School Health and Safety Statement
- Risk Assessments
- Emergency and Evacuation Procedures

Student Support

- Wellbeing Policy
- Pastoral Care Policy
- Special Educational Needs Policy
- Critical Incident Policy

School Operations

- Attendance Policy
- School Tours Policy
- Extracurricular Activities Policy
- Acceptable Use Policy
- CCTV Policy

Appendix II

ACCIDENT /INCIDENT REPORT FORM

1. Name:_____ HomeAddress:_____

2. Time accident/incident occurred:_____a.m/p.m. Date_____

3. Place of accident/incident: Classroom ( ) Corridors ( ) Sport ( ) Match ( ) Other ( ) (Please specify)_____

4. Part of the body injured:_____

5. Description of accident/incident:_____

_____

_____

6. Immediate action taken:

( ) First aid treatment given by (Name)_____

Nature of first aid treatment

_____

( ) Sent to doctor by (Name):_____

Doctor's Name:

_____

7. Was a parent or other individual notified? YES ( ) NO ( ).

At what time? _____

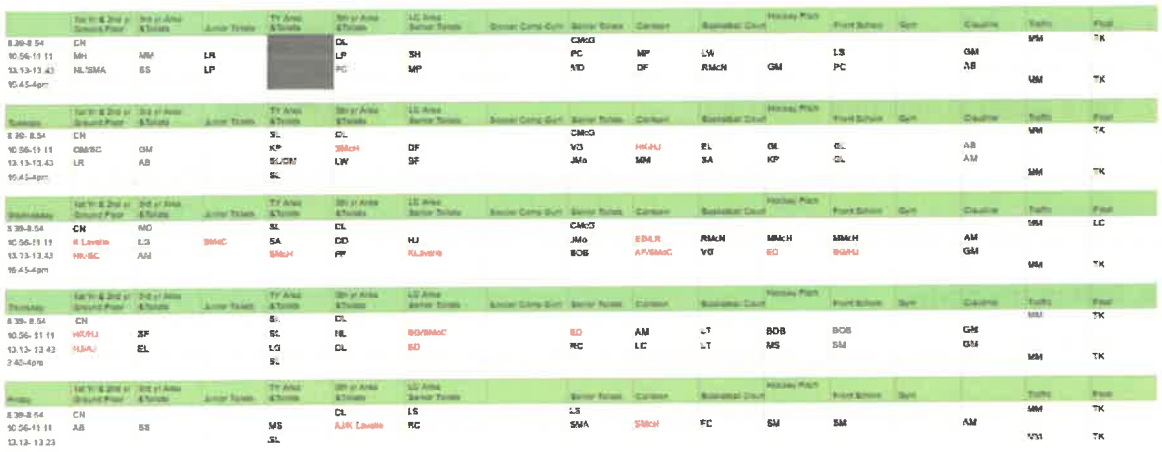
By Whom (Name):_____

Name of individual notified:_____

8. Witness: (1) Name:_____

Address:_____

(2) Name:_____

Address:_____

Appendix III: