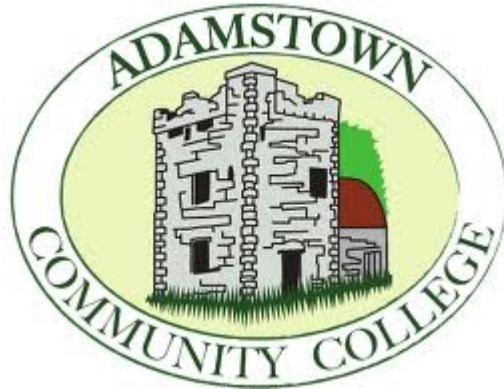


Supervision Policy



Adamstown Community College

Supervision – General Guidelines

1. Introduction

This document outlines school policy in relation to matters including the supervision of students at lunchtimes, before and after school, school entrances, etc.

2. Related Policies / Other Resources

This policy should be read and interpreted in conjunction with the following:

- Child Safeguarding Statement
- Code of Positive Behaviour

3. Policy Statement

Staff are required to supervise for twenty minutes before school starts, at break time, lunchtime and for ten minutes after school, as per their supervision slot on their timetable. If a staff member is out of school due to in-service or a school activity, they should make an arrangement with another member of staff to cover their supervision.

It is vital that staff are punctual when on supervision duty. Staff should be on time and in place for their allocated time. Mobility and visibility is key.

A calm approach should be maintained by supervisors at all times, avoid shouting and use the time to engage with students.

It is critical that staff move in and out of the toilets periodically during breaks and students should never be allowed to “hang out” in the toilets.

Before school: Once a student has swiped in they are not permitted to leave the school grounds unless they have written permission from their parent/guardian to do so or receive permission from a member of staff.

Supervision of Room 5 is provided by the SNA team on a rostered basis. The room is supervised before school begins, at break time, lunchtime and at the end of school.

During break time and lunchtime, students can eat in the canteen area or outside in the school yard. Senior students are allowed to eat on the top floor. Students should dispose of rubbish when finished eating. Eating in other areas of the school is not permitted.

Supervisors will be present on all floors of the school, on the basketball courts and on the school yard at the following times:

20 minutes before the start of school

During small break

During lunch break

Supervisors will be present on all floors of the school for 10 minutes after school finishes

It is prudent to begin calling students in from the yard, 1 to 2 minutes before the 1st bell, this alleviates delays at lockers and avoids late arrivals to class.

Should an accident take place during supervision, the teacher on duty must record the accident or incident that took place. An Incident Report form must be filled out and submitted to the Deputy Principal.

This policy has been adopted by the Board of Management of Adamstown Community College.

Signed: _____

Date: _____