



**Salesian Secondary College.  
Pallaskenry, Co. Limerick.**

## **POLICY STATEMENT ON SUPERVISION AND SUBSTITUTION.**

### **Mission Statement.**

The mission of Salesian Secondary College, Pallaskenry, is to provide the best possible education based on Christian/Catholic values, in partnership with parents and within a caring community. This school incorporates the characteristics of Salesian Education as practised by St. John Bosco in his “Preventive System”.

In order to achieve this we aim to provide opportunities for students to:

1. gain skills, knowledge and understanding that will be of lasting value throughout their lives;
2. develop each individual’s talents to the level of his/her personal potential for the benefit of Community and Society;
3. develop the characteristics appropriate to a member of a Christian community, including those of mutual respect and concern for others, irrespective of race, colour, gender or creed;
4. promote the physical and emotional well-being of students by developing self-esteem, personal responsibility and the ability to live and work with others;
5. work with staff committed to these ideals.

### **Scope.**

This policy refers to all students and staff of Salesian Secondary College. This also refers to students on exchange programmes and visiting students.

The Policy applies at all times during the school day, from 8am (when school opens) until 6.15 pm (when school closes on a normal school day). Visitors to the school premises or to school events are informed that this policy is in place.

This policy takes effect from the date of ratification.

### **Definitions.**

For the purposes of this policy, “supervision” refers to the role taken by a member of staff of Salesian Secondary College to monitor students during out of class time, typically during break time, lunch time or before and after school.

“Substitution” refers to the role taken by a member of staff to take the place of an absent colleague during timetabled class time.

“Rota” refers to the schedule prepared by the SMT for the teachers substituting for absent colleagues.

“Roster” refers to the schedule prepared for the supervision of public spaces on site.

### **Guidelines for the management and organisation of supervision and substitution in the School.**

The absence of teaching / SNA staff arises periodically throughout the school year for the following reasons:

- Illness (certified and uncertified) / medical appointments
- Bereavement
- Attendance at inservice training and CPD events
- Attendance at State Exam Commission events
- School business: matches, choral events, exhibitions, primary school visits
- School trips with students (refer to Policy on School Excursions)
- Personal reasons, approved by school management

### **Responsibility of the Board of Management.**

The Board of Management is responsible for ensuring that adequate Supervision and Substitution arrangements are made for students. The organisation of this is delegated to the Senior Management Team.

The Board of Management receives a regular report on the school’s supervision needs from the Principal.

The Board of Management is responsible for the correct use of DES grants provided to the school for the provision of supervision and substitution. The management of these grants is delegated to the Principal.

### **The responsibility of the Senior Management Team.**

The Principal and Deputy Principal team create a schedule of cover for absent colleagues (Rota) and a schedule for the supervision of public spaces on site (Roster) at the start of each school year. This is created according to times nominated by teaches, according to DES Circulars 6/2014 and 47/2014.

The SMT allocates one or more staff members at any one time to substitute for colleagues who are unexpectedly absent or on school business. Each day, the SMT publish the Substitution needs for the day.

Reviewing the timetable of each absent teacher, the SMT uses the rota or places part time staff or student teachers to substitution duties. Casual substitutes are also used, when the absence meets criteria for “approved absence” (eg DES inservice, certified illness, SEC work etc.) Teachers are also occasionally required to cover for absent colleagues who are attending events with groups of students (“windfall” cover.)

Substituting staff are garda vetted and informed of the existence of this policy.

The Principal is responsible for making accurate returns to the DES on its Online Claims System (OLCS). These returns are prepared by the school secretary and authorised by the Principal.

The Principal is responsible for making regular reports to the Board of Management on the substitution requirements of the school during the preceding period.

The Principal indicates the areas of the school which are out of bounds for students. Currently, these are:

- The area outside the school gates during school time, unless permission to go home for lunch has been requested.
- The area beyond the red line on the driveway in front of the Salesian Community's house
- The area beyond the read line at the back of the new classrooms between the Agricultural College
- The area behind the dressing rooms
- The back quad is for 1<sup>st</sup> and 2<sup>nd</sup> Year students only, unless there is a match or activity
- The area behind the church
- The swimming pool

The SMT of Salesian Secondary College works closely with the management of the Salesian Agricultural College to delineate areas for students of the respective colleges.

The SMT is responsible for the arrangement of SNA duties in such a way as to enable the sharing of duties and the easy movement of SNA personnel between students.

### **Preparation for absence.**

The daily S and S needs are determined and published for staff each morning and throughout the school day, as absences arise. VSWare is used for this purpose.

The senior management team makes every possible effort to use substitutes who are qualified in the absent teacher's subject area. When this is not possible, a teacher qualified in another area may be called upon. When this is not possible, a trainee teacher or other adult may be called upon. It may happen that circumstances may demand the grouping of different classes together for supervision during absence.

Teachers are required to leave work for students during their absence, when the absence is planned. Teachers may inform their students directly before leaving school or email the office / Deputy Principal, in which case students will be informed of the work left by their substituting teacher. Where a teacher is unable to leave work for students, students are required to use class time for revision, remediation or study,

under the supervision of the teacher allocated to this duty by the Principal / Deputy Principal.

Occasionally, students may be asked to use this time to contribute to the school environment by undertaking green schools tasks, preparation for whole school events etc. This is in keeping with our Salesian ethos.

### **Availability of Substitutes / Supervisors.**

Shortages of teachers in particular subject areas are reported nationally. At particular times of the year, substitutes are more difficult to find eg during oral exam time.

In every case, the SMT makes the best possible effort to put someone qualified in the subject area of the absent teacher into that teacher's class, when rota is not in use. When this is not possible, a teacher qualified in another area may be called upon. When this is not possible, a trainee teacher or other adult may be called upon.

It is not always possible to replace absent teachers in their own supervisory duties. When this is not possible, members of the SMT are on call. Supervisors on duty will be advised that their numbers are down.

Occasional absence of an SNA is covered from within the SNA team. Longer term absence is covered through the recruitment of a substitute SNA.

Substitutes required for long term absence eg maternity leave substitutes, parental leave, secondment are recruited using educationposts.ie. Substitutes recruited in this way take over significant elements of the absent teacher's timetable and take over responsibility for the classes assigned to that teacher.

### **Short term planned absence.**

(Personal Day, inservice days, expected illness and appointments, force majeure after day 1, bereavement, approved school business etc.)

Teachers are asked to inform the Principal and Deputy Principal of absences as soon as he / she knows about them. (Requests for Personal Days should be made in writing to the Principal.) Texts should be sent to both on the morning of an absence, if they have not already been informed.

Work should be set for all classes in advance of an absence.

### **Unplanned absence.**

(Unexpected illness, day 1 of force majeure etc)

Teachers are asked to text the Principal and Deputy Principal as soon as he / she become aware of an unplanned absence. Teachers are asked to indicate if the absence will be covered by a medical certificate or in another way and if work can be sent in.

It is highly desirable that teachers plan for unexpected absence. Having work left in case of absence means that students will be actively and usefully engaged and the substitute will find working with the class more productive.

### **Responsibility of a substituting teacher / SNA.**

A very small number of teachers are not required to sign up for “rota” duty at the start of the school year.

- All other teachers nominate 5 periods in the school week, during up to 3 of which they may be asked to supervise for an absent colleague. In very extreme circumstances, teachers may be asked to go beyond this, within the terms of DES circulars 6/2014 and 47/2014. Teachers who nominate more than one period in any particular school day are advised that they may be called upon to cover more than one class in that day.
- Any teacher may be asked to cover for a teacher who accompanies their own students off site (“windfall cover”).
- Teachers volunteer at local level to substitute for colleagues who are absent for personal reasons, when this absence has been approved by school management. Teachers are asked not to volunteer to cover class during one of their agreed “rota” periods. Teachers who intend taking personal time are asked to arrange cover from among willing colleagues and to set work for students.
- Casual “stepping in” for colleagues is not permitted, without knowledge of school management.
- Part time teachers and student teachers on placement are called upon to supervise certified / approved absence.
- All staff should check the notice board in the staff room each morning for notification of substitution needs for the day. Teachers will also be notified through VSWare of substitution needs for the day.
- The substituting teacher is required to attend class punctually, take a roll, ensure set work is completed and uphold the school Code of Behaviour. The substituting teacher can view instructions for the class by clicking on the red calendar icon on “My Classes” on VSWare. Substituting teachers are asked to collect materials from the Deputy Principal offices.

- Substituting teachers are asked to be mindful of medical and special educational needs of students who may not be personally known to them. Limited information is available on VSWare and from the classroom teacher.
- When the substitution is paid substitution, the substituting teacher is obliged to inform the school Secretary of the absent teacher and the time substituted on the “X Sheet”, available from the Offices. This should be done once a week, in time for the Secretary to input details on the DES Online Claims System. The Principal authorises these returns. The Board of Management is given periodic reports of the substitution needs of the school in the Principal’s Report.

### **Responsibility of a supervising teacher / SNA.**

- Teachers work 40 minutes out of class time in the school week on supervision / roster duty. The SMT takes a view on which areas of the school site which require supervisory presence at different times of the day and allocates teachers to locations accordingly.
- Supervisors are asked to arrive at their designated area punctually.
- Students are permitted to use their lockers during out of class time. Supervisors are responsible for ensuring that students use their lockers in a safe way and that “horse play” is not allowed.
- The supervisor patrols the designated area, being “a presence”. Supervisors are asked not to remain in groups throughout the period, but to spread out and cover as much space as possible.
- Supervisors should look out for students who may be vulnerable and report concerns to the Year Head.
- Supervisors must discourage unruly or unsafe behaviour and foul language. Habitual offenders may be reported to the Year Head.
- Supervisors must check toilet areas and ensure bins are used throughout the area. Students should be encouraged to pick up rubbish.
- Students should not use equipment in classrooms.
- Students may not eat hot food on the corridors.
- Supervisors are asked to report any health and safety concerns to the SMT or caretakers eg spills, breakages, repeatedly overcrowded areas
- Supervisors are asked to ensure that students do not stray into out of bounds areas.
- Supervisors of the front quad at bus departure time are asked to ensure that students safely board buses and that buses depart the site safely.
- Supervisors must be vigilant around the behaviour of SSC students who gather near groups of students from the Salesian Agricultural College, particularly in

the front quad areas. Concerns should be reported to the Principal or Deputy Principal.

- Supervisors are asked not to leave their designated area early.

**Evaluation.**

School management will accept feedback from staff, students and parents / guardians made through the proper use of the appropriate channels ie staff meetings, student committees and Parents' Council. This feedback will inform periodic evaluation of the policy by management.

**Signed:** \_\_\_\_\_

**Date:** March 2018

David Dwyer, Chairperson.  
Board of Management

## Procedures when a staff member is absent.



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SNAs and additional staff are included on the Roster by the SMT, to cover areas adequately.

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