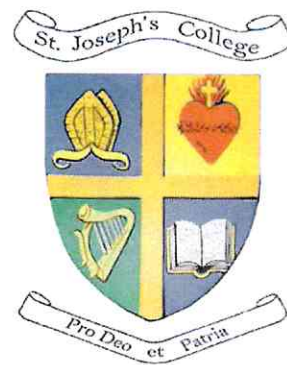


St Joseph's Patrician College, Galway.

'THE BISH'



Substitution and Supervision Protocol.

Ratification Date: December 19th 2022

Last Review Date: December 19th 2022

This procedure is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the Children First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

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1.0: Type of School

St Joseph's Patrician College is a school under the trusteeship of Le Chéile School trust. We are an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students.

We endeavour to fulfil our mission in partnership with parents/guardians, staff, students and trustees.

2.0: Board of Management

This policy was devised in consultation with all the teaching staff in our school. It was submitted to the Board of Management, Parents' Association and the Students' Council.

In devising this policy, we have considered the democratic and child centred principles of this school. The establishment of a sound learning environment at school and classroom level is critical to effective learning and teaching. The Board of Management will ensure that there is a pastoral care policy in place and that it is implemented.

- Ensure that the policy is reviewed regularly.
- Support pastoral care initiatives in the school.

3.0: Scope of the Policy.

This policy refers to all students and staff of St Joseph's Patrician College. This also refers to visiting students. The Policy applies at all times during the school day, from 8 am (when school opens) until 4 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.

4.0: Definitions

For the purposes of this policy,

- "Supervision" refers to the role taken by a member of staff of St Joseph's Patrician 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 Senior Leadership Team (SLT) for the teachers substituting for absent colleagues.
- “Roster” refers to the schedule prepared for the supervision of public spaces on site.
- “Windfall Cover” teachers are also occasionally required to cover for absent colleagues who are attending events with groups of students (“windfall” cover.)

5.0: 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 in-service 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 Trips and tours)
- Personal reasons, approved by school management.

6.0: 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 Leadership Team. The Board of Management may receive a regular report on the school's supervision needs from the principal.

7.0: The responsibility of the Senior Leadership Team.

The Principal and Deputy Principal(s) 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 teachers, according to DES Circulars 6/2014 and 47/2014.

Note to Job share / Part-time teacher:

A job-sharer blocks off half of their non-contact time before completing their timetable with their numbered preferences. This ensures that the teacher on job-share/ part-time teacher will in the first instance identify those periods for which he/she is not available for substitution.

The SLT 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 SLT publish the substitution needs for the day.

Reviewing the timetable of each absent teacher, the SLT 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” (e.g. DE in-service, 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.)

8.0: Substituting staff

Substituting staff are garda vetted in accordance with St Joseph’s Patrician College policies and informed of the existence of this policy.

The Deputy Principal in consultation with the bursar is responsible for making accurate returns to the DE on its OLCS.

The principal is responsible for making occasional reports to the Board of Management on the substitution demands of the school during the academic year

The principal indicates the areas of the school which maybe out of bounds for students. **Currently, these include:**

- Area at back of school building, under labs, accessible from door beside staff changing room.

The SLT 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.

9.0: Preparation for absence.

The daily S&S needs are determined and published for staff each morning and throughout the school day, as absences arise. Compass is used to communicate cover responsibilities for this purpose. It is the shared responsibility of management and the teacher to check if their 'oncall' class was activated.

The senior leadership 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 must inform their covering teachers through the established MS Teams . Where a teacher is unable to leave work (unforeseen sick leave) for students, students are required to use class time for revision 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.

10.0: 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 e.g., during oral exam time.

In every case, the SLT 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 SLT 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 e.g., maternity leave substitutes, parental leave, secondment are recruited by St Joseph's Patrician College. 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.

11:0 Short term planned absence

- These are Personal Days, in-service days, expected illness and appointments, force majeure after day 1, bereavement, approved school business etc.)
- Requests for Personal Days should be made in writing to the BOM through the principal. Teachers are asked to inform the Deputy Principal of absences and appropriate cover arrangements as soon as he / she knows about them. 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 on the shared MS Teams.

12:0 Unforeseen absence

- Unexpected illness, day 1 of force majeure etc.
- Teacher may submit work on MS Teams, however SLT understand and support any teacher who is not able to post materials on MsTeams. Covering teachers may use the class time for revision or study, under the supervision of the teacher allocated to this duty by the Principal / Deputy Principal.

Teachers are asked to text the S&S 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.

13:0 Responsibility of a substituting teacher / SNA.

All teachers nominate 2 periods in the school week, where they are not available to supervise for an absent colleague. 3 of the remaining non-contact periods may be used to supervise for an absent colleague. In very extreme circumstances, teachers may be asked to go beyond this, within the terms of DE 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"), irrespective of their involvement in the S&S scheme.

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 unless it is for personal administration.

Part-time teachers and student teachers on placement can be called upon to supervise certified / approved absence.

All staff should check their Compass schedule page for details of substitution needs for the day. Teachers will also be notified through Compass 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 Responsibility Behaviour.

Substituting teachers are asked share materials from MS Teams

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 Compass and from the classroom teacher.

14:0 Responsibility of a supervising teacher / SNA.


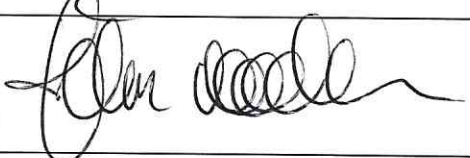
- Teachers work a maximum of 45 minutes out of class time in the school week on supervision / roster duty. The SLT takes a view on which areas of the school site which require supervisory presence at different times of the day and allocates teachers to locations accordingly.
- Supervisors are asked to 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 in and around toilet areas and ensure bins are used throughout the area. Students should be encouraged to pick up rubbish.
- Students are discouraged from eating food on the corridors.
- Supervisors are asked to report any health and safety concerns to Seamus Cahalan (Deputy Principal with responsibility for H&S) or caretakers e.g., spills, breakages, repeatedly overcrowded areas
- Supervisors are asked to ensure that students do not stray into out of bounds areas.

15.0: Review and Ratification

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

This policy shall be reviewed on an annual basis by the Board of Management and updated where necessary.

Board of Management Ratification

The Board of Management ratified this policy/procedure on the:	DATE: December 19 th 2022
	Signed:
Kieran Kavanagh Chairperson	
John Madden Secretary of the BOM	
Date of next review:	As Required