



SUPERVISION POLICY

Introduction

This policy was originally formulated in 2019. It applies to all staff and children during school hours, break times, and on all school related activities.

Rationale

The rules for National Schools 121(4) and 124(1) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities.

Legislation such as the Health Safety and Welfare at Work Act and recent Court judgments have placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

This policy was drafted based on a typical day in our school and is based on our Health & Safety Policy, our Code of Behaviour and our Child Safeguarding Statement. The school is currently drafting an Arrivals and Dismissals procedure which is line with these policies.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities
- To observe and monitor behaviour patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

Arrivals

- Scoil Bhríde opens to receive pupils in the school yard at 9.05 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.20 a.m. No pupils should arrive later than 9.15 a.m.
- While the school gate is open and children are allowed access as a matter of health and safety, the Board of Management informs parents that the school does not accept responsibility for children before 9:05am. Parents are informed of this at pupil induction and each new school year via Newsletter and School App.

- Pupils should line up in their designated spot when they arrive. No games should be played during this time. All SNAs are assigned supervision duty from 9:05am every morning along with Principal. A supervision rota for other members of staff is drawn up in consultation with staff and displayed on the staffroom notice board.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- From 9:05am, children are supervised by staff members and parents are encouraged to leave children at the gate and remain outside the yard walls.
- Teachers collect pupils from the line promptly at 9:20 at which time they are escorted directly to their class.
- In the event of a wet morning, supervising staff will refer to the Staff Supervision rota which indicated the zone for which they are responsible. Supervising teachers will begin this supervision at 9.05am. Children will go directly to their classrooms on wet mornings. SNA staff will attend to the classroom at 9.05am in which they are due to commence the day. While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour.
- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day must arrange a swop of their supervision duties with their partner teacher. If a teacher is unexpectedly absent their partner teacher will assume his/her duties in a reciprocal arrangement.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty on the yard with the First Aid Bag. In the case of a more serious injury-child sent to office the SNA on yard should escort the child inside to the office if possible for treatment. The Supervising Teacher has responsibility for supervising on the yard and should not leave the yard unattended. Children are not permitted to report directly to the staff room if there is an incident on the yard.
- Children who wish to use the toilet while on yard will do so at a designated area, asking for the permission of the supervising teacher and reporting to the teacher on return to the yard.

Yard Duty

- All teachers and SNAs are assigned supervision duties as per Staff rota.
- It is the policy of the school to supervise the school yard at all times during lunch breaks
 1. 10:50 am- 11:00am and 12:25am-12:55am (Junior Infants- 2nd Class)
 2. 11:05 am-11:15am and 1:00pm-1:30pm (3rd – 6th Class)
- Children must be walked from their classrooms to the yard for the breaks. No class should be in the school yard unsupervised at these times. If the teacher on yard duty is late, then the class teacher should stay with his/her class until the teacher on yard duty is on the yard. It is the responsibility of the class teacher to bring their children to the yard for breaks.
- At the end of each break, the teacher on yard duty should remain on the yard until all the classes have been collected by their class teachers. Teachers should make their way to collect their class as quickly as possible when the classes line up.
- *Yard supervising teachers should work along with their partner teacher to enable them to get a cup of tea either 5 mins before or after little break and grab a quick 10 min lunch at big break. It is the class teacher's responsibility to ensure that their class is supervised during their absence from the classroom at all times.*
- Teachers should not bring hot drinks to the yard unless using Safety Cup with a secure lid.

- Teachers and SNAs will circulate while on yard duty, paying particular attention to areas that have been identified in any risk assessments.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly in line with the schools Code of Behaviour.
- Minor injuries and incidents are reported in the yard book which a teacher carries with them while on yard. These incidents are communicated to the class teacher when they come to collect the children from their line at the end of yard time.
- Children with head injuries or more serious injuries are brought to the secretary office in line with our First Aid policy.
- Children are not allowed inside the school building for any other reason during yard time.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- In the event of a wet day or circumstances which mean it is unsafe on yard, children will return or remain in their class. Teachers and SNA staff will supervise designated zones as per rota.
- Children are not allowed to leave their seat unless it is with the permission of a supervising SNA or teacher. Class teachers will have organized activities for the children in this event.
- A rota for supervision is drawn up by the Deputy Principal in consultation with the Principal and is displayed on the Staff notice board and shared via Aladdin.
- Toilet Use during yard time. Children should be encouraged to use the toilet before they go out on yard. In exceptional circumstances, if a child requires to use the toilet during yard time they should only use the designated toilets.
- JI/ SI: Toilets beside SEN room on Junior Corridor. 1st-6th: SI toilets. A toilet Pass from the First Aid Bag should be given to the child and returned to the supervising teacher on return.

Dismissal

- Classes will end at 2:00pm for Junior and Senior Infants and 3:00 for the rest of the pupils. Parents are asked to leave the school premises immediately after school collections.
- Parents who wish to have their children escorted home should make their own arrangements to have them met at the School gate. The person to escort them should be at the School not later than 3 p.m. as the School cannot accept responsibility for looking after the children after that time.
- For Child Safeguarding reasons, the school must be notified of changes to your child's collection arrangements. The parent should communicate with the school office via phone call, written note, email, or a message through the School App naming the designated person who will collect your child.
- Infants will be escorted to the front gate and handed over directly to the parent/guardian or designated collection person by the class teacher.
- At dismissal time in the evening, class teachers will supervise the classes as they leave their classroom in an orderly manner and escort them out to the front of the school for dismissal. Classes should not be dismissed until everyone is ready to leave, to ensure that no child is left behind. No supervision is provided outside the school gate.
- An evening supervision rota is drawn up in consultation with the staff and is displayed on the staffroom notice board.

- If children remain uncollected after 3.10pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

Class time

- Teachers should never leave their classroom unsupervised. If a circumstance occurs where it is completely necessary to leave their classroom, before leaving a teacher will ask and identify a partner teacher to supervise in their absence.
- Children who are withdrawn from their mainstream classroom Special Education Support should be collected at the classroom door by the relevant teacher depending on the needs, age and ability of the child.

Special Provisions

- Teachers running after school activities assume responsibility for students as soon as possible as outlined in the After Schools Policy.
- Until then, they remain under the supervision of their class teacher.
- Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover if possible. However, it is school policy to request parents to make appointments unless circumstances require an immediate meeting.
- When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. In accordance with our Child Safeguarding Statement and Risk assessment, the class teacher must remain with the class at all times. Neither SNAs or pupils are left in sole charge of a class.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- Parents may request that their children be allowed leave during the school day due to health commitments etc. Parents/Guardians must sign the pupil out at the secretary's office and sign them back upon their return.
- If a class is leaving the school grounds to go to the GAA/church/village etc- the Principal / Deputy Principal should be informed of the teacher's plans and classes must be adequately supervised for health and safety reasons.
- As a staff, there are occasions when requested by school management that we support and supervise for our colleagues. Such circumstances may arise due to teachers being offsite while attending school based activities or covering Junior Infant teachers for EPV days. A rota is prepared so sharing of such duties is equitably shared.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules termly and through School Assemblies.
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

- Completing and reviewing risk assessments, as part of Health and Safety and Child Safeguarding on a regular basis.

Implementation

This policy was ratified by the Board of Management on _____

Signed: _____

Date: _____

References

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General