

Supervision Policy

Introduction

This policy was originally formulated in 2015. 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.

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 behavioural patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- All teachers based in our school and all SNAs are assigned supervision duties.
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10:30 am to 10.40am, 12.30pm to 1.00pm.
- Our school assumes a duty of care at 8:50am our school opens.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off at either the front door or back gate earlier than 8:50am
- A Rota for supervision is drawn up by the Principal before the start of the new school year and this Rota is displayed on the staff room notice board
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily
- At the end of each break, a nominated child goes to the Staff Room to inform all members of staff that the break is over.
- Teachers on yard duty remain with the classes until all class teachers return from break
- Teachers taking a course day must swap supervision duties with a willing colleague beforehand
- If a teacher is unexpectedly absent, the Principal will arrange for a volunteer colleague to his/her duties in a reciprocal arrangement. If the Principal is unexpectedly absent, the Deputy Principal will arrange for a volunteer instead.
- At least two Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Needs children, they also act in an observation and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty and operating within the bounds of our Code of Behaviour
- The schools Code of Behaviour and Anti-Bullying Policy covers incidents of misbehaviour
- Children with injuries/complaints are dealt with directly by the teacher on yard duty.
- Children are not permitted under any circumstances to leave the yard without permission from the supervising teacher or SNAs to report directly to the staff room if there is an incident on the yard
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Health and Safety 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.
- If children remain uncollected after 2:50pm, the class teacher, Deputy Principal or Principal will call the child's parents/guardians at that time.
- No child who is collected later than 2:35pm will be left unsupervised and is under the full duty of care of the school.
- In such an instance where a child is not collected and the class teacher must leave promptly, the class teacher must ask another teacher to assume supervision of the child before leaving the school.
- At all other times, each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the afternoon, each class teacher supervises his or her own class until collection.
 - Junior Infants are collected by authorised adults from the class teacher or supervising teacher from the yard outside their classroom at 1:35pm.
 - Senior Infants are collected by authorised adults from the class teacher or supervising teacher from the yard outside their classroom at 1:35pm.
 - All other children from 1st – 6th class are escorted to the yard by the class teacher or supervising teacher.
 - Children who are authorised by a parent/guardian to walk home alone are supervised as they leave the school grounds.
 - Children who are being collected stay with their teacher or supervising teacher.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher or escorted by a member of staff (i.e. SNA) if applicable.

Special Provisions

- a) 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
- b) The level of supervision for out-of-school activities are dependent on the age of the class and teachers are reminded that they have full duty of care towards the children at such time
- c) If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover if available. However, it is school policy to request parents to make appointments
- d) On wet days, children remain in their classes under the normal supervision Rota for teachers. Children from senior classes assist the class teachers.
- e) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence.
- f) The school Health and Safety Policy lists potential and visible hazards on the school yard and all supervisors are accordingly briefed
- g) Similarly, the Health and Safety Policy lists any out-of-bounds areas
- h) Parents may request that their children be allowed leave during the school day due to health commitments etc. The procedures for this are outlined in our Attendance Policy.

Success Criteria and Review

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

Implementation

This policy has been in operation since October 2015 when it was ratified by the Board of Management