

Supervision Policy

Introduction

This policy was updated in May 2017. 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/staff 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. 11.00am to 11.15am and 12.30pm to 1.00pm.
- Morning Supervision, at 9.00am a small number of children are dropped to school. These children are supervised by an assigned teacher in the school hall until 9.10am. At 9.10am the children go to their own classroom and are supervised by the two staff members that are on yard supervision on that day. One teacher supervises the classes on the left of the school and the other teacher supervises the remaining classes on the right. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.00am.
- A Rota for supervision is drawn up the day before school starts. Two teachers on yard duty and morning supervision every day, one teacher on the hall supervision at 9.00am to 9.10am each morning and one teacher on after school supervision to be at the gate at 3.00pm daily.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- If parents indicate a worry about a particular child this will be mentioned in the yard book. Teachers are expected to check the yard book to see if there are any reminders in it.
- Special Needs Assistants are on yard during lunch breaks. While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour, injury or complaints to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour.

- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room. A child may be brought to the staff room if the staff member on yard deems the injury serious enough to do so. Once the teacher on yard has informed the class teacher the responsibility falls to the class teacher to get in contact with parents/guardians of the child if the injury requires a phone call home.
- First Aid boxes and Accident Report forms are kept as a matter of procedure. All accidents where there is an injury involved should be noted in the Yard Book, by the teacher on supervision if the accident happens on yard or by the class teacher if it happens during class time. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls. The designated teacher will supervise at 2.00/3.00pm daily and make the necessary phone calls home if a parent/guardian is late.
- At all other times each teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should never leave their classroom unsupervised. If the class teacher needs to leave the room for any reason the class teacher needs to inform another staff member or a class teacher in the neighbouring room and both class doors need to be left open to facilitate supervision of both classes.
- Every class teacher must leave the staffroom punctually at the end of break times.

Special Provisions

- a) For out-of-school activities such as games, swimming, tours etc., the class teacher needs to ensure that back-up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups. For very young pupils or classes that have any behavioural issues in the room it may be necessary to bring an extra staff member to ensure the safety of all the children in your care.
- b) On non-yard days children remain in their classes under the normal supervision Rota. Children from senior classes may assist the class teachers of junior and senior infants. As with morning supervision one teacher supervises the classes on the left of the school and the other teacher supervises the remaining classes on the right.
- c) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence.
- d) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- e) Parents/guardians may request that their children be allowed leave during the school day. Please sign your child out at the office.

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
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Implementation

This policy has been in operation since 2017 when it was ratified by the Board of Management.

References

1. Governance Manual for Primary Schools
2. Insurance, Safety and Security in the school – Allianz

This policy was ratified by the Board of Management

Signed: *Fr. Sean Devereux*
Chairperson Board of Management

Date: June 2, 2017