



Supervision Policy

2023 - 2028

Introduction

This policy was reviewed in Oct 2023. 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

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.30am – 10.50am and 12.20pm to 12.40pm Teachers assume a duty of care at 9.am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.45am
- A Rota for supervision is drawn up by a post holder in consultation with Principal/staff 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
- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement if a sub is not available. Should a sub be available they will cover assigned yard duty for the teacher they are covering.
- Special Needs Assistants are on duty 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 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. If required, the supervising teacher will direct the child to the first aid station located at the back door of the school. Children are not permitted to report directly to the staff room if there is an incident on the yard. The teacher on first aid will report where necessary to the class teacher. A note will be handed to the child to give to parents outlining any medical intervention required.
- 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/SNA 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 2.40 pm, the school always ensures that a duty of care is provided until a parent/guardian calls
- At all other times each teacher is responsible for the supervision of all children under their care.
- *The Principal and Deputy Principal SNA's and rostered teacher will supervise the playground for the fifteen minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
- At dismissal time in the evening the Principal Deputy Principal and Assistant supervise the outside of the school, along the side and down the avenue, to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom in groups for Learning Support should be collected at the classroom door by the relevant teacher. If a child is working one to one with a support teacher, they will either work outside the classroom or go to the learning support teachers room. If the child is upstairs, it is the responsibility of the class teacher to ensure they go to the learning support teacher at the correct time unassisted.

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) If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments
- c) On wet days children remain in their classes under the normal supervision Rota. Children from 6th classes will go to the hall.
- d) When visiting teachers such as P.E., Music, Language, take over a class, the class teachers will remain with their class. Neither SNA'S or pupils are left in sole charge of a class
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- f) When children are traveling to other venues during school times, two members of staff will accompany the children at all times. Children traveling to matches will travel by bus.

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 was reviewed by school staff in October 2023 and ratified by the Board of Management on 21st November 2023

