

Supervision Policy

Introduction

This policy was originally formulated in October 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

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.50am to 11.00am, 12.30pm to 1.00pm, and 3.10pm to 3.20pm and morning supervision 9.20am to 9.30am. Teachers assume a duty of care at 9.20am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.20am
- A Rota for supervision is drawn up in consultation with staff and this Rota is displayed on the staff room notice board, office & given to individual teachers.
- 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.
- The Special Needs Assistant is on duty during lunch breaks. While the Special Needs Assistant provides individual supervision for designated Special Needs children, he/she 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.
- A Buddy System is in place for new entrants whereby the Student Council help them to settle into the yard in the early days and helps with minor incidents in the yard.

- A Buddy Bench is provided in the yard as a place where children can go to indicate they need a companion in the yard.
- 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 if there is an incident on the yard
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy)
- If children remain uncollected after 3.20pm, the school always ensures that a duty of care is provided until a parent/guardian collects the child in question.

Special Provisions

- a) Out of school activities such as games, swimming, tours, are supervised to the best of our ability with individual teachers in charge of specific groups
- b) On wet days children remain in their classes under the normal supervision Rota. Children may watch a suitable DVD or play with toys provided. Children must get permission from the teacher on duty to go to the bathroom. Children from senior classes assist the teacher on duty, if required. Wet Day worksheets are also available in each class and "Go Noodle" indoor recess is also used, as is Busy Breaks for rainy days.
- c) When visitors come to class the school encourages teachers to maintain a presence. Neither SNA'S or pupils are left in sole charge of a class
- d) Parents may request that their children be allowed leave during the school day due to health commitments etc. Once children are collected the school no longer accepts responsibility for that child.

Success Criteria and Review

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

Implementation

This policy has been in operation since June 2012 when it was ratified by the Board of Management

References

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

Ratified by: Fr. Michael Kennedy Date: 11/6/12

Reviewed on: 28/1/13 Signed: Fr. Michael Kennedy

Reviewed on: 18/10/17 Signed: Breda Hickey