

## **Supervision Policy**

### **Introduction**

This policy was originally formulated in Feb 2016, reviewed in September 2019 and again in September 2022. 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 ensures effectively, 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 the school 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. 10.50am to 11.00am, 12.30pm to 1.00. Teachers assume a duty of care at 9.10am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.50am
- A rota of teachers supervise the playground for the twenty minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.
- A Rota for supervision is drawn up by the principal and this Rota is displayed on the staff room notice board and a copy is given to each teacher
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- If parents indicate a worry about a particular child, 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.
- All 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. Children are not permitted to report directly to the staff room if there is an incident on the yard

- First Aid boxes are restocked regularly and Accident Report books are kept as a matter of course. All accidents where there is injury involved should be noted in the Accident Report forms 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. An adult will avoid being one to one with an injured or ill child. The injured or ill child will be accompanied by a friend for first aid (where appropriate!)
- If children remain uncollected after 3.00pm, the school always assumes a duty of care is provided until a parent/guardian is contacted and the child is collected or instructions are given for the child to leave the school by a guardian.
- At dismissal time in the evening at least 1 teacher will supervise the outside of the school to see children safely off the premises. No supervision is provided outside the of school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Special Education teaching/support should be collected at the classroom door by the relevant teacher.
- At all other times each teacher is responsible for the supervision of all children under their care.

### **Special Provisions**

~~For:~~

- a) For out of school activities such as games, swimming and tours, back up provisions are put in place to ensure adequate levels of supervision are available (depending on event). The level of supervision is usually one adult per 20 children with individual teachers in charge of specific groups.
- b) If a teacher is called from his/her classroom to meet with a parent/health care professional, another member of staff may be released to cover. However, it is school policy to request parents to make appointments out of school hours or at lunch.
- c) On wet days, children remain in their classes under the normal supervision Rota. Children from senior classes may assist the class teachers in the infant room.
- d) When visiting teachers such as sports coaches, Music teachers, Language teachers, etc. take over a class, the school instructs teachers to supervise.
- e) The school Safety Statement lists all hazards on the school yard and supervisors are briefed accordingly
- f) Parents may request that their children be allowed leave during the school day due to health commitments etc. This request must be written.
- g) Toilets are not supervised as they are shared with other classes, we operate a 1 at a time system from 1<sup>st</sup> -6<sup>th</sup> class and 1 girl and 1 boy at a time in infants. If the toilet is occupied, the children are told that they must come back to class. If there is an emergency, staff toilets can be used.
- h) Student teachers or work experience students must be supervised by a member of staff while they work with children or in the yard.
- i) For toileting needs when out of school, children will be brought to the toilet areas in a group (where possible) and supervised by at least one adult. Children will return to their class in groups or with the adult.
- j) On bus journeys, at least one teacher (and another adult where possible) will accompany a group of children on the bus.
- k) When swimming lessons are taking place at the pool, 2 members of staff will always be together to help or supervise children (age or behavior appropriate). Staff will always knock on a changing room door and announce that they will come in.
- l) During the Christmas concert or dress rehearsal, smaller children will need help with costumes. There will always be 2 adults with a group of children. Boys and girls will be kept separate where possible.
- m) At fundraising events, and other school related events, outside of school hours, parents are responsible for their own children.

**Success Criteria and Review**

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-stating school rules each term
- Reviewing supervision duties yearly
- Altering or adjusting procedures which have been deemed inoperable

**Implementation**

This policy has been in operation since April 2018 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

Review in Sept 2024.

**Signed:** \_\_\_\_\_ **Chairman** \_\_\_\_\_ **Principal**

**Date:** \_\_\_\_\_