

Supervision Policy

Introductory Statement

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. This policy was formulated in 2018. 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.

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 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. 11.00a.m. to 11.10a.m., 12.30p.m. to 1.00p.m. Teachers assume a duty of care at 9.10 a.m. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10 a.m.

- A Rota for supervision is drawn up by a member of staff 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
- Supervision duties are compulsory and teachers do not have the option of opting out.
- 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.
- Class teachers remain with their class until supervising teachers take up their supervision duties. Similarly teachers on yard duty remain with the classes until the class teacher returns from break. This ensures that there is no break in supervision.
- 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
- Special Needs Assistants are also on duty during breaks. While these Assistants provide individual supervision for a designated Special Needs child, 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/code of behaviour policy covers incidents of misbehaviour
- Children with injuries/complaints are dealt with directly by the teacher on yard duty, they may be redirected to the staff room by the teacher on yard duty if the complaint is serious. 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. Serious accidents where there is injury involved which requires medical attention or where it is deemed necessary to phone home 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 3.10p.m. the school always ensures that a duty of care is provided until a parent/guardian calls, or alternative arrangements are made for collecting the child with parental permission. No supervision is provided outside the school gate.
- 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.

- 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 and returned there with.

Special Provisions

- a) In the case of out of school activities such as games, swimming, tours etc, 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 senior classes assist the junior class teachers. Children remain in their seat and are permitted to play board games, read, draw, watch DVD.
- d) When visiting guest speakers take over a class, the school requires teachers to maintain a presence.
- e) The School Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- f) Parents may request that their children be allowed leave during the school day due to health commitments etc. Parents collecting children from school for such appointments or because of illness, are required to sign out their child in the 'Pupils sign in/sign out book'.

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 Date

The Supervision Policy was presented to the Board of Management for approval and adoption in October 2018 and the policy will apply from the date of ratification.

Ratification & Communication

The BOM officially ratified this policy in October 2018.
All parents will get a copy of the policy prior to enrolment.

Review

This policy will be reviewed annually

Signed: _____ Signed: _____
Chairperson BOM Principal

Date: _____ Date: _____