



## Supervision Policy

### Introduction

This policy was originally formulated in 2018, redrafted and updated in 2024. 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. 11.00am to 11.10am, 1:10pm-1:30pm. Children are supervised in their classrooms from 1:00pm-1:10pm while eating lunch.
- 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 9.10am.
- If pupils arrive before 9.10am, they must line up in the front yard outside the entrance door or the back yard in their class groups. Early drop off is not encouraged as there is a morning club to facilitate parents.
- A Rota for supervision is drawn up by a the Deputy Principal, in consultation with Principal/staff and this Rota is displayed on the staff room notice board and provided to each teacher.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- The Deputy Principal is responsible for maintaining the Register of Supervision
- 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 (EPV) can swap supervision duties with a willing colleague.
- If a teacher is unexpectedly absent, if a substitute teacher is employed, they will cover the relevant duty. Duty rostered during unforeseen non-substitutable leave will be covered by the teacher that is rostered off that day. This does not have to be returned.
- At least 4 Special Needs Assistants are on duty during lunch breaks. While our SNAs 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 school's 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 (on the corridor window) and Accident Report books (Yard Incident Book) are kept as a matter of procedure (See Accident and Injury Policy) in the secretary's office. All accidents where there is injury involved 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.
- For serious incidents, there is an incident report sheet on the notice board in the main office. This will be filled by the relevant teacher.
- It is our policy in the interest of safety to segregate children on the yard by class groups. Children are reminded regularly of the boundaries of their play area. Older classes are allowed to play on the grass weather permitting where a rota is provided.
- Pupils may not leave the yard without the permission of a teacher.
- 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.
- At dismissal time in the evening the Principal and teachers on rota supervise the outside of the school to see children safely off the premises. No supervision is provided outside the school gate. Ms Purcell monitors the bus route.
- At home-time, if children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.
- 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.
- Supervision duties are compulsory and teachers do not have the option of opting out.

### **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. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups. An SNA will accompany each class, where possible.
- b) If a teacher is called from his/her classroom to meet with a parent or other visitor, the door of the classroom will be left open and another teacher will be asked to keep



a watching brief. However, it is school policy to request all visitors including parents make appointments.

- c) On wet days, children remain in their classes under the supervision of the teachers rostered for yard duty. In door supervision is only available on wet days, on dry days all children must go outside during break times.
- d) When visiting teachers/coaches such as P.E., music and art take a class, the school ensures a teacher is present also. 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) Parents may request that their children be allowed leave during the school day due to health commitments etc. The parent must sign the child out of class.

### Thinking Time in class for misconduct

- When a child is on 'thinking time' and kept inside, they are supervised in their classroom.
- The Teacher usually supervises except in exceptional circumstances when the teacher may not be able and another teacher may be asked to cover. Children must not be left unattended.
- The class teacher sets the work to be completed during this time.
- Children who do not complete the work set may be asked to complete it for homework.

### 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 2018 when it was ratified by the Board of Management. It was reviewed by staff and redrafted in January 2024.

### References

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

### Ratified:

This policy was ratified by the BoM at a meeting in January 2024.

Signed: \_\_\_\_\_

Chairperson

17/1/24

Principal

17/1/24



## **Appendix A:**

### **Yard Duty and Supervision**

Duty roster will be displayed in Staff Room and provided to relevant teachers.

#### **Nature of Yard Duty:**

The prime object of yard duty is the safety of all children. Serious consideration will also be given to regard for school property. Supervision and control of the yard must be consistent from one teacher to another.

#### **Guidelines for Supervision:**

1. Investigate and report all reports of bullying in whatever form to the class teacher.
2. Keeps a vigilant eye for rough play e.g. climbing on backs, pushing, playing fighting, and kicking footballs away or at each other, "horseplay" / dangerous play on grass etc.
3. Play is to be confined to yard area during very wet weather. Children may not play on the grass during this time. It is important that where there is general roughness and disregard for discipline that the play be stopped.

#### **Particular Dangers:**

- a. Climbing
- b. Retrieving footballs
- c. Swinging from goalposts/ bars etc. and basketball posts.
- d. Running too fast, around corners and especially close to school walls.
- e. Sports equipment e.g. hurleys, soccer balls, rackets.

#### **Strategies for Entering and Exiting the School:**

Entering and exiting the school must be done in a safe and orderly manner.

- ❖ In the mornings, children come straight into their classrooms and sit down at their desks.
- ❖ At 11:00am break children are dismissed to the yard in their class groups under the supervision of their class teacher.
- ❖ At 1:10pm children are dismissed to the yard in their class groups under the supervision of the teacher on supervision duty.
- ❖ Children Exit and Re-Enter the school building through the assigned door for their class.
- ❖ Going to the toilet during break: children are encouraged to go to the toilet before going outside. However, if a child needs to use the toilet they must inform a teacher before going inside. Younger children are sent inside in pairs. All children use the designated toilets during break times.
- ❖ After break times, when the bell rings, ball-play stops. The children line up promptly in their designated lines.
- ❖ Teachers collect children from the yard. Children then walk quietly and orderly into their classrooms line by line.



- ❖ At 3.00pm, children walk in an orderly fashion to their lines outside with their teacher and wait for their parents. Children travelling on the bus board the bus under the supervision of the teacher.

