

**Supervison Policy**

**Introduction**

This policy was originally formulated in 1971, redrafted in 2007 and updated in 2019. 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**

* All teachers who have signed up for supervision (DES Forms) 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. 11.00am to 11.15am, 1.00pm to 1.30pm. Teachers assume a duty of care at 9.15am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.15am
* A Rota for supervision is drawn up 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 not compulsory and teachers have the option of opting out if they so desire.
* 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
* Two Special Needs Assistants are on yard supervision duty before school begins, during lunch breaks and after school. They can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. Likewise the teaching staff report to the SNA’s re the children they are assigned. This is essential as behaviour issues form part of their remit and they need to be aware of incidents and record them in their notes. The schools anti-bullying/discipline policy covers incidents of misbehaviour. In the event of a serious infringement of the schools code of behaviour it will be recorded in the incident book by the person on duty who dealt with it at the time and signed by them.
* Children with injuries/complaints are dealt with directly by the teacher on yard duty as far as is possible. If more care is needed the pupil is brought into the school and looked after by another member of staff not on yard duty.
* First Aid boxes and Accident Report books are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report Book by the teacher or SNA on yard supervision duty. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
* All staff members involved in supervision are advised to position themselves on the periphery of the area they are supervising – with their back to the school building, the wall or the perimeter fence of the all-weather pitch.
* If children remain uncollected after 3.05pm, 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.
* T*he teacher on yard duty supervises the playground for the five minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
* Unless unavoidable, teachers should never leave their classroom unsupervised.
* Children who are withdrawn from their mainstream classroom for Resource, Learning Support should be collected at the classroom door by the relevant S.E.T. teacher and taken back to their classroom door by the relevant S.E.T. teacher.

**Yard supervision and time tabling**

Now that we have 3 distinct play areas in the yard – the all-weather pitch, the front yard and the infant yard, we have extra supervision with a second teacher on duty at lunch break from 1pm – 1:30pm due to the physical layout of the play areas.

The lead teacher and the support teacher and our two SNA’s will supervise as follows:-

1. All-weather: Lead teacher and SNA
2. Infant yard: SNA
3. Front yard: Support teacher

This will also allow one supervisor to step in if the need arises to leave the yard with a child.

In this way a teacher has line of sight of all yard areas at any given time.

**Going to the yard**

Ms. Irene’s and Ms. Tina’s class go out their door, turn right and go around the gable end of Ms. Lauren’s classroom onto the infant yard.

The senior classes go around the gable end of Ms. Lauren’s classroom, across the edge of the infant yard to the all-weather.

The other classes who are not on the all-weather pitch just go out to the front yard.

**Yard division**

Juniors and Seniors are on the all-weather pitch Mondays and Wednesdays

1st & 2nd classes are on it Tuesdays, Thursdays and Fridays

3rd – 6th classes will be on the all-weather pitch on alternate days

When 5th and 6th classes are coming back in their line they must go around the perimeter and not walk through 3rd & 4th classes.

A first aid box is kept on both window sills i.e. the front window and staff room window.

**Rules for the Astroturf**

* Runners must be worn
* No food
* No drink
* No chewing gum

Ball box to be kept in the open shed.

**Rules for the Climbing Wall and A-Board**

* Climbing wall only to be used at small break and lunch break
* These are not to be used in the morning
* They must be supervised by the class teacher or teacher on supervision duty
* They are to be avoided on wet days
* The A-Board is to be placed on the small astro area
* The A-Board is to be supervised at all times
* The A-Board is only to be used by Juniors – 2nd class

**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 and SNA’s 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 except in cases of emergency.

c) On wet days children are indoors. All internal doors are kept open: - 1 SNA in the 1st & 2nd classroom, 1 SNA in the junior room and 1 teacher walking between two senior classrooms for the duration of the break. Children are allowed play sedentary classroom games i.e. cards, monopoly, jigsaws, connect4, which they can play in their assigned pods when indoors. They may only go to the toilet with the permission of the supervisor.

d) When visiting teachers such as P.E., Music, Language, take over a class, the school insists teachers maintain a presence. Neither SNA’S or pupils are left in sole charge of a class.

e) The school Safety Statement lists any 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. In this circumstance the pupil is the responsibility of the parent for the duration of the out of school activity. There is a sign out/in book at each classroom door to ensure accountability in these circumstances.

**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 ratified in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the Board of Management

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

**Chairperson BOM**