

## **Supervision Policy**

### **Introduction**

This policy 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 1.50pm to 2.00pm. 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
- A Rota for supervision is drawn up by a post holder 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. The Deputy Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 37 hour contracts
- 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

- 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 and Accident Report books are kept as a matter of procedure.
- If children remain uncollected after 2.50pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

### **Special Provisions**

- a) During 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 has the children divided into smaller groups 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 class teachers
- d) When visiting teachers such as P.E. or Music take over a class, the school encourages teachers to maintain a presence.
- e) Parents may request that their children be allowed leave during the school day due to health commitments etc. The parent has to sign the visitor's book and enter the child's name and the time of collection. Similarly the book is signed if the child returns later the same day.

### **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