

Supervision Policy

San Carlo J.N.S

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

- 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. 10.50am to 11.00 am and 12.30pm to 1.00pm. Teachers assume a duty of care at 9.20am. The Principal and Deputy Principal undertake supervision duties from 9.10 am to 9.20 am. 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 to cover both breaks is drawn up by a post holder in consultation with Principal/staff and this Rota is distributed to all staff and is displayed on the staff room notice board. While the teacher on supervision duty is getting his/her break or lunch, supervision of their class is to be carried out by the teacher in the adjoining classroom or, if this is not possible, alternative arrangements must be made whereby the SET team will cover the teacher's lunch break.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- If parents indicate a worry about a particular child on the yard all teachers on 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. If a teacher is out on sick leave and a

substitute teacher is covering then that teacher may be required to fulfill the duty. It is the Principal's duty to ensure that the specified number of teachers are on duty each day.

- All Special Needs Assistants are required to do supervision duty during lunch breaks (their lunch times will be organized by the Principal). 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.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). 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. Parents will be alerted if their child receives any blow to the head. Parents may also be alerted should a teacher suspect that a child is unwell.
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian can be contacted and a collection arrangement made.
- At all other times each teacher is responsible for the supervision of all children under their care.
- *The Principal and Deputy Principal supervise the playground for the ten minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
- At dismissal time pupils are handed to the care of their parents or a nominated adult. Any pupil not collected will be brought to the attention of the Principal and contact will be made with their parents. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised. If a teacher must leave the classroom he/she must ensure that the teacher in the adjoining classroom is made aware and is available to provide cover.
- If the teacher is getting his/her break or lunch prior to beginning supervision duties then his/her class must be covered by the teacher in the adjoining classroom or the Principal must put arrangements in place.
- 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.

Special Provisions

- a) For out of school activities such as library visits or school 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
- 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 may be brought into the P.E hall at 9.10 approx. when there is adequate supervision provided by staff. For lunch breaks pupils remain in their classes under the normal supervision Rota.
- d) Should a visiting teachers ever take over a class, the school insists that teachers remain with their classes. Neither SNA'S or pupils can ever be left in sole charge of a class

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Re-enforcing school at assembly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Implementation

This policy was ratified by the Board of Management on 31.01.2018.

References

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

Signed : Catherine Allis, Chairperson B.O.M. Date:21.02.2018

Catherine Diggins, Principal, Date:21.02.2018