

# **Supervision Policy**

Policies

## ***Supervision Policy***

### **Introduction**

This policy was originally formulated in September 2008 and updated in September 2009. 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, 12.30pm to 1.00pm. Teachers assume a duty of care at 9.20am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.00am

A Rota for supervision is drawn up by the principal in consultation with 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 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 colleague who is on the "On Call" rota for that day will assume his/her duties.

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 (See Accident and Injury Policy)

If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

### **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 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., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNAs 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. This request should be in writing.

### **Success Criteria and Review**

Ensuring a safe child-friendly school yard  
Providing well organised and safe out of school activities  
Re-enforcing school rules regularly  
Reviewing supervision duties yearly  
Altering or adjusting procedures deemed to be inoperable

## **Yard Supervision and Procedures**

*The following are guidelines on yard supervision procedures and related matters:*

All areas of the yard should be supervised by a member of the teaching staff at all times and should, under no circumstances, be left unsupervised.

A yard duty rota is circulated to all staff at the beginning of each month.

Class teacher should accompany his / her class from the yard.

Children are not allowed to remain in classrooms during break times except on days when weather prevents outdoor activity.

*Children are not permitted to:*

engage in boisterous behaviour, rough play or dangerous games.

leave the yard without the permission of the teacher on duty.

If a child disobeys the rules of the yard, he / she may forfeit part of play time to stand by the wall and may have their name entered in the Discipline Book.

All pupils must play and remain within the designated area for their class grouping during break times.

In the event of a serious injury, the class teacher and a First Aider is sent for to attend to the child. Details of the accident including date, time, location, nature of the incident, names of witnesses and action taken afterwards should be recorded in the accident book. Parents / guardians should be informed immediately and where contact cannot be made, qualified medical treatment should be sought for the child where necessary.

If a child needs to use the toilet during break time, he / she must obtain permission from the teacher on duty.

Play ceases in response to the bell and children proceed to their line

### **Implementation**

This policy has been in operation since September 2009 when it was ratified by the Board of Management. It was last reviewed and ratified in June 2014.

