

Ardagh NS

Supervision Policy

Introduction

This policy was originally formulated in 2010, and reviewed bi annually or as required. 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 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, both morning and afternoon.

Arrival/Departure

- 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 this.
- There are three entrances/exits used each day on arrival at school. Class teachers will meet pupils at their assigned area, and escort pupils to their classroom.

Junior/Senior Infants line up outside the main front door

- o 3rd/4th classes line up to the left of the main front door
- o 5th/6th classes line up outside the side door at GP Room
- o 1st/2nd classes line up outside the side door at GP Room
- Junior/Senior infants will not be allowed outside the school gate until their parent/guardian comes inside the turnstile to meet them.

- If children remain uncollected after 3.05pm, the school always ensures that a duty of care is provided until a parent/guardian calls.
- At dismissal time in the evening the Principal and class teachers supervise the outside of the school to see children safely off the premises. No supervision is provided outside the school gate.
- All pupils depart via the turnstyle.

Supervision in School

- A Rota for break supervision is drawn up by the Deputy Principal in consultation with Principal/staff and this Rota is displayed on the staff room notice board. Pupils will be kept in their respective play areas.
- Children may only re-enter the school, during break-time, with the permission of the teacher supervising (discretion to be used in relation to infants).
- Children with injuries/complaints are dealt with directly by the teachers on yard duty. A summary of any incidents can be passed on to class teacher when they come to collect their class
- Teachers on yard duty must inform their supervising partner if a child is injured during break time. The first teacher brings the injured child to the attention of class teacher (or a special education teacher if the class teacher is on supervision duty) for first aid. Once the handover is complete the supervising teacher returns to the yard.
- 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 of concern involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. The accident report folder is kept in the staffroom and each report must be reviewed/signed off by the Principal. Where there is a head/neck or serious injury or where teachers suspect that a child is unwell parents are alerted, usually by phone.
- Bell: Once the bell is rang pupils line up calmly and in an orderly fashion.
- 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. It is the responsibility of the absent teacher to seek cover. Substitute teachers will be asked to assume the supervision duties of the teacher they are replacing
- Teachers to be on the lookout for rough play/games etc that have the potential for injury. Prohibit such activities and alert all other teachers.
- If there is an ongoing pattern of misbehavior occurring or if worries exist about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that supervision can be more vigilant. This will take the form of an informal discussion at the beginning of break time between class teacher and supervising teachers
- Teachers should confiscate items from pupils that could be used to cause injury. These may be returned at the end of the school day if the teacher is satisfied that the item(s) are unlikely to be used to cause injury at this time. However, if in doubt, consult with the principal.
- Sanctions for misbehaviour on yard: (See Code of Behaviour for full list of sanctions):
 - o Time out for reflection for 5 minutes on window sill. (individual or small groups)
 - o Suspension of Privileges (e.g no football to be played for a set period of time if games are becoming rough or a source of conflict)
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.

- If a class ball goes 'out' during play time, a pupil informs the teacher on duty. If a class ball goes 'out' twice in the same break, the class keeps active without a ball.
- On wet days children remain in their classes under the normal supervision Rota.
- 1st and 2nd come to the GP Room to be supervised when it is not possible to have adult supervision upstairs They are then supervised by the teacher on duty downstairs
- At all other times each class teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Learning Support should be collected at the classroom door by the relevant teacher.

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. Walk-ins are discouraged.
- c) When visiting teachers such as P.E., Music, Language, take over a class, class teachers must maintain a presence. **Pupils are NEVER left in sole charge of a class**
- d) Parents may request that their children be allowed leave during the school day due to health commitments etc. The school requires advance written or phone notification from the parent.
- e) Children are not permitted to run within the school building
- f) Children are not to be asked or allowed to handle hot items (kettle, tea-pot) or to move any unsuitably heavy objects or to climb up on furniture/ladder to reach high items.

Supervision on trips away from the school

- Where bus transport is involved, teachers must be the first out the gate to check for traffic and general safety.
- Teacher will ensure that pupils walk orderly to the bus and behave in a safe manner on the bus
- Running to/from the bus is strictly prohibited.
- As in school, the children will be taught and reminded the importance of courtesy and good manners and addressing people in a mannerly way at all times.
- Adults and pupils must adhere to all road and traffic regulations including the wearing of seat-belts.
- Teachers must ensure there are sufficient adults to supervise the number of children on a trip.
- Where children are walking/cycling (nature walks etc) they must wear high visibility tops.
- When visiting the church –respectful behavior is expected.

Supervision during sport activities

- Teachers must be acquainted with such techniques and principles, and indeed with the basic 'safety rules' of any sport/activity that they are teaching. Appropriate warm-up exercises to be undertaken before more vigorous exercise.
- Where appropriate/required, teachers must ensure pupils are wearing protective clothing including helmets and gumshields.

- Teachers should not participate in a game where (a) the teacher will not be able to adequately supervise the game and (b) the teacher might injure a much smaller player.
- Weather/Playing Conditions – where these may make the activity hazardous, the activity must be postponed.
- If refereeing, the teacher needs to ensure that the refereeing duty does not get in the way of his/her supervision of the event.
- Teachers should check any equipment before use to ensure it is safe. If in doubt, do not use it!
- Supervision while children are changing is necessary – though not a presence, as that could be interpreted as an invasion of privacy.
- An activity should not be undertaken if the teacher believes there is inadequate supervision, level of safety, etc.
- Where the class/activity is being taught by an outside coach/teacher; the class teacher must remain present for the entire duration of the session.

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 2010 when it was ratified by the Board of Management.

It has been reviewed/updated 2021 due to Covid-19 pandemic and related guidelines. It now being reviewed again in 2024

Signed: Res. Pat Munnely
Chairman of Board of Management

Signed: [Signature]
Principal.

Date: 15-10-2024.

Date: 15/10/2024

Date of next review: September_2026 (or sooner if required)