



## SUPERVISION POLICY

### Introduction

This policy was originally formulated 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 behaviour patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

## SCHOOL PROCEDURES

### Morning Procedures:

- The school will be opened at 9.20am. No pupils should arrive earlier than 9.20am. Classes commence each day at 9.30am.

### Yard:

- 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. 11.00am to 11.10am and 1.00pm to 1.30pm.
- A rota for supervision is drawn up by the between staff. This rota is displayed on the staff room notice board.
- Teachers will circulate when on yard duty.
- 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 rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.
- Two teachers are on duty during lunch break. 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.





- 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 an Accident Report Folder are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report folder by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.

#### **Hometime:**

- Classes will end each day at 3.10pm.
- At dismissal time in the evening class teachers supervise the classes as they leave their classrooms in an orderly manner. No supervision is provided outside the school gate.
- Parents should make arrangements to have their children met at the school gate as the school cannot accept responsibility for looking after children after that time.

#### **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 exist. 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.
- d) When visiting teachers such as P.E, Music, take over a class, class teachers remain present.
- e) Parents may request that their children be allowed leave during the school day due to appointments etc.
- f) Children are reminded of school rules and appropriate behavior during assembly.
- g) Unless unavoidable, teachers should not leave their classrooms unsupervised.

#### **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, at assembly
- Reviewing supervision duties
- Altering or adjusting procedures deemed to be inoperable

#### **Implementation**

This policy was ratified by the Board of Management on 10<sup>th</sup> September 2019.

Signed: Mr Patrick Walshe  
Chairperson Board of Management

Date: 10<sup>th</sup> September 2019

