



# **Supervision Policy**

## **Scoil Chroí Ró Naofa**

### **Ballymurn**

#### **Introductory Statement**

This policy was formulated in February 2017. 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. The policy is in keeping with Circular 33/2013.

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 junior school yard, where all children from Infants to 6<sup>th</sup> Class congregate, from 9.10am to 9.20am daily. This supervision is to be undertaken by SNA's and/or Principal Teacher/Deputy Principal.
- All teachers are required to do yard supervision during break times.
- SNAs are required to do yard supervision during break times daily.
  
- It is the policy of the school to supervise the school yards and classrooms during regular lunch breaks i.e. 11.20am to 11.30am, 12.30pm to 1.00pm.
- A rota for supervision is drawn up by the Special Duties Teacher and this rota is displayed on the staff room notice board and in the main reception office. Each teacher is also given a copy of the rota for their classroom.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
  
- If parents indicate a worry about how their child is integrating or coping on the yard, all teachers rostered for yard duty are informed of the concern, so that the issue can be addressed satisfactorily. This will be communicated electronically to all staff via Aladdin.
- In the morning, at 9.10am all children from Infants to 6<sup>th</sup> Class will line up. They shall enter the school at 9.20am under the guidance of the supervising adult, one line at a time.

- On rainy days the children are instructed to stand in the school shelter in the junior yard from 9.10am whilst they wait for the 9.20am bell. They are directed to their classrooms, one line at a time, by the supervising adult.
- Teachers must be present in their classroom by 9.20am to receive the children.
- All children line up in their class groups when the bell rings at break times.
- Adults on yard duty remain with the classes and sends them line by line back into their classes. Teachers taking a course day on their rostered yard duty day, must swap their supervision duties with colleague. If a teacher is unexpectedly absent, a 'sick rota' is in operation.
- 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/code of behaviour policy covers incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher/SNAs on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard unless advised by the yard teacher and/or except in the case of an emergency.
- First Aid boxes and Accident Report books are kept as a matter of procedure. 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. Where teachers suspect that a child is unwell parents are alerted, usually by phone. We will soon make these records available electronically on Aladdin.
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls. This is done by contacting the parent/guardian by means of a phone call.
- At all other times each teacher is responsible for the supervision of all children under their care.
- The Principal/Deputy Principal will 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.** Children are aware that they are allowed in the junior yard only.
- At dismissal time in the evening the Principal/Deputy Principal supervises the exit of the school, at the gates, to see children safely off the premises. Children are aware that they are allowed around the front of the school only. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for special educational intervention are always collected at the classroom door by the relevant teacher and escorted back as deemed necessary.

### **Special Provisions**

- a) For out of school activities such as matches, tours, etc. 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 remain in their classes under the normal supervision rota.
- d) Children who are unwell/have an injury and are unable to go out to the yard at break time, are seated outside of the staffroom during the lunch break.  
Parents should submit a written request where they know this will be the case. The children will be returned to their class by a teacher.
- e) When visiting teachers such as GAA, athletics, gymnastics etc. take over a class, the school requires teachers to maintain a presence.
- f) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- g) Parents may request that their children be allowed leave during the school day due to health commitments etc. Parents must complete the sign out and sign in book at the school office in the school reception.

### **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 is in operation from 28<sup>th</sup> March, 2017 when it was ratified by the Board of Management.

This policy was ratified on: 28<sup>th</sup> March, 2017

Signed: *Matthew Kelly*

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Matthew Kelly  
Chairperson of Board of Management

Date: 28<sup>th</sup> March, 2017