

## **Supervision Policy**

# **Oylegate N.S. Supervision Policy**

### **Introduction**

This policy was originally formulated in 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.

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. 11.00am to 11.10am and 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 9.10am
- A rota for supervision is drawn up by the Principal in consultation with the 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
- 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, or similar predictable absences, can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent the absent teacher rota is used.
- At least 3 Special Needs Assistants are on duty during lunch breaks. While these SNAs provide individual supervision for designated SEN children, they also act in an observing and reporting capacity, dealing with

minor incidents, and bringing instances of more serious 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 supervisory team 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. Where teachers suspect that a child is unwell parents are alerted, usually by phone. If a child injures his/her head, the parents of the child will be contacted.
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls
- At all other times each teacher is responsible for the supervision of all children under their care.
- *The Principal supervises 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 in the evening the Deputy Principal supervises the children as they exit safely off the premises. No supervision is provided outside the school gate.
- Teachers should never leave their classroom unsupervised.

### **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) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- e) Parents may request that their children be allowed leave during the school day due to health commitments etc. Parents sign out their child in a special book at 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 has been in operation since 2017 when it was ratified by the Board of Management

### **References**

1. Primary Education Management Manual – Thompson Roundhall

2. Insurance, Safety and Security in the school – Church & General