

Supervision Policy of Bweeng NS

Introduction

This policy was originally formulated in 2010 and updated in 2018. 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 behavioral 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. 10.50 -11.00, 11.05am to 11.15am, 12.30pm to 1.05pm. All class teachers assume a duty of care at 8.50am in the classrooms, while the SET teachers supervise the arrival of children in the yard. The Board of Management informs parents that the school does

not accept responsibility for pupils dropped off earlier than 8.50am. All teaching staff and SNA's should be in school for 8.50am.

- A Rota for yard supervision is drawn up by a post holder in consultation with Principal/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 accompany children to class. They are assisted by an SNA, if there is one in the class. 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.
- 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. If there is a serious injury to a child on yard the teacher on yard will look for support of another teacher using the red card system. 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). 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 incurs a head injury e.g. bang head, eye, the parent is informed by phone and invited to collect their child. An accident report form is filled in by the witness/teacher on yard, signed by the principal and sent home.

- On occasions children are unable to go on yard at lunch time. All children are encouraged to go on yard daily. Occasionally, children may not be in a position to play outside due to health concerns. If parents want their child to remain in from yard a letter to the class teacher is required requesting permission to stay in, outlining the reasons why and the period of time that the child will need to remain in from yard. The sick child will remain seated outside the staff room door reading a book.
- All children to use the bathroom before break time to minimize the number of requests to leave yard. If a child has to go to the bathroom all children are to ask permission of the adult on their yard, to collect a pass from the teacher in charge of entrance to the school. Only one child can enter at a time (child protection procedures).
- If children remain uncollected after 2.40pm, 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.
- At dismissal time in the evening the teachers supervise the outside of the school along the side and by the steps to see children safely off the premises. Principal and Deputy Principal supervise daily. 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 Resource, Learning Support or Language 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. See also risk assessment (child protection statement)

- 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, Language, take over a class, teachers are to remain in class. Neither SNA's 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. Parents are to collect their child from the school. All early leavers are noted in the early leavers folder and on Aladdin.

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 2022, 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