

St. Paul's N.S

Draft Supervision Policy

Introduction

This policy was originally formulated in 2002, redrafted in 2010, updated in 2019 and 2022. It applies to all staff and children during school hours, break times, and on all school related activities. It was formulated by staff and in consultation with the Board of Management and parents.

Rationale

The rules for National Schools 121(4) and 124(1) oblige 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

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.50 am to 11.00 am, 12.30 pm to 1.00pm. Teachers assume a duty of care at 9.05 am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.05am. The school gate will be opened at 9.05 am by the teacher on duty for that day and the pupils will go immediately to their classrooms. No supervision is provided outside the school gate.
- A Rota for supervision is drawn up by the 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.
- Generally it is accepted that if a pupil is attending school he/she is well enough to go outside during breaktimes. 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.
- Teacher on yard duty remains with the classes until the class teacher returns from break. The pupils line up at their class entrance. The junior room pupils are escorted into their classroom. The Middle room and senior room pupils take turns in being the first and only group in the cloakroom before moving into their classroom. The Learning Support or Resource Teachers will fill in if teacher is taking a course day. If a teacher is unexpectedly absent a volunteer colleague will assume her duties in a reciprocal arrangement
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. The teacher on duty will assess the incident/accident and will send pupil in to staff room where a staff member will take responsibility for attending the pupil. Children are not permitted to report directly to the staff room if there is an incident on the yard. Small problems such as cuts and bruises will be treated in the staffroom. More serious accidents or a head injury will be reported to parents and if necessary the pupil (if well

enough) will be brought by the Principal to the A&E department of the hospital if a parent or guardian is not available or cannot be contacted.

- First Aid boxes and an Accident Report book are kept as a matter of procedure. All accidents/incidents that require medical attention are noted in the Incident Report Book by the teacher on supervision and by the relevant staff room teacher.
- Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 2.50pm, 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 pupils line up in their classes. One room at a time will use the senior cloakroom. Each teacher accompanies his/her class to the gate as buses wait. Teachers are not responsible for pupils on buses. 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 Education Teaching 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
- 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 may assist the class teachers as appropriate
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school requires teachers to maintain a presence.
- 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. The school requests written confirmation that the pupil is the responsibility of the parent for the duration of the out of school activity. A sign out sheet must be completed upon collection.

Areas to be supervised

- Tarred area at front of building
- Grassy areas in front of school
- Classrooms
- Corridors and toilet areas
- Approach areas to buses

Yard Rules

1. Pupils playing outside are not allowed to climb walls or trees or retrieve footballs from outside the school grounds.
2. Bullying is strictly forbidden (see policy).
3. Aggression, rough play and bad language are forbidden – sanctions will be given and punishment decided as per Code of Behaviour.

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 draft policy was reviewed by the Board in May 2022 and circulated to the parents in June for their input. It will be ratified by the Board of Management in September 2022.

It will be reviewed on a regular basis.

References

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General

Ratification and Communication

The Board of Management ratified this policy on the 16th May 2022

Signed: Rev Andrew Ison (Chairperson, BOM)

Date: 16/5/22

Signed: Mary Bourke (Principal)

Date: 16/5/22