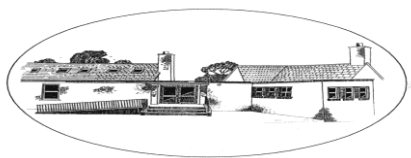


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Supervision of Pupils Policy

Introduction

This policy 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.
- All staff (temporary and permanent) are made aware of the Supervision of Pupils policy
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.15am to 10.25am, 12.00pm to 12.30pm. Teachers assume a duty of care once the school gate is unlocked by the staff member on duty (8.35am approx) The Board of Management informs parents that the school does not accept responsibility for pupils dropped off before the gate has been opened.
- A Rota for supervision is drawn up by a the Deputy Principal in consultation with Principal/staff and this Rota is displayed on the staff room notice board and in all classrooms.
- 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 are informed of the concern so that the particular concerns can be addressed satisfactorily
- 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
- At present two Special Needs Assistants are on duty during break and lunch time. 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 staff 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 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/SNA on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 2.20pm, the school always ensures that a duty of care is provided until a parent/guardian calls. After 1 hour if parents or emergency contacts cannot be reached the guards will be contacted.
- At all other times each teacher is responsible for the supervision of all children under their care.

- At dismissal time in the evening the teacher on duty along with one SNA supervise the outside of the school to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised. If this situation arises, the teacher will leave their door open and tell the teacher next door that they need to leave the room.
- Children who are withdrawn from their mainstream classroom for support should be collected and returned at the classroom door by the relevant teacher.
- Pupils are always supervised by a teacher when using ICT (c/f Acceptable Usage Policy)
- Pupils identified with challenging behaviour will be carefully supervised for their safety and the safety of others
- Appropriate supervision will be provided for pupils who require intimate care i.e. - toileting needs/first aid attention. (c/f Intimate Care Policy)

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.
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. 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) If a child is sick and attends school a parent should write a note to the class teacher asking for permission for their child to sit in the shelter shed during break and lunch. Additional indoor supervision of sick children is not available.
- g) Parents/Guardians are responsible for supervising their children during fundraising events which take place outside of school hours.
- h) Teachers will not transport children in their own private car at any time.
- i) Every effort will be made to have builders/contractors/tradespeople work/visit the school outside of school hours.

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

Ratification:

This policy was ratified by the Board of Management on **30th May, 2018**

Signed: *Niall Sloane*

Chairperson BOM