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Supervision Policy

Introduction

This policy was originally formulated in January 2019. 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) 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 behavioural patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- All teachers engage in supervision duties
- The Board of Management informs parents each year that the school does not take responsibility for supervision of pupils before and after school.
- 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 at 8:40am.
- A Rota for supervision is drawn up by a post holder in consultation with Principal/staff and this Rota is displayed on the staff room notice board and teacher's classroom.
- 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 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
- Our 2 Special Needs Assistants are on duty during break and lunch. 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
- The teacher on supervision duty will inform the class teacher of any major incidents or injury relating to children in their class
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard. The only exception to this is if a child needs First Aid attention. The teacher on Gate Duty attends to this.
- First Aid is administered by the teacher on gate duty. The role rotates weekly. The teacher on yard sends the injured child in with an older pupil who knocks on the door of the staff room for attention.
- 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, SNA or by the relevant

class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.

- At all times each teacher is responsible for the supervision of all children under their care
- If children remain uncollected after 2.20pm, the school always ensures that a duty of care is provided until a parent/.guardian is contacted.
- After 1 hour if parents/guardians and emergency contacts cannot be reached the Gardai will be called.
- At dismissal time in the evening the teacher on duty will supervise the outside of the school building, along the ramp and up to the pedestrian gate to see children safely off the premises. 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 support should be collected at the classroom door by the relevant teacher.

Special Provisions

a. Out of school activities such as games, swimming, tours, etc

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. Meeting with Parent

In the unlikely event that 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. The school may require the assistance of parents on outings. If this is the case the teacher will only use parents who have been garda vetted.

c. On wet days

Children remain in their classes. The normal supervision Rota will apply for all breaks, teacher walks between classrooms. SNA's remain with children with special needs. Children from senior classes assist the class teachers in Juniors, Seniors and First Class.

d. Visiting Teachers

When visiting teachers such as P.E., Music, Bible Studies, 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. Health and Safety Policy

The school Health and Safety Policy lists all hazards on the school yard and supervisors are accordingly briefed

f. Children leaving the school grounds

Parents may request that their children be allowed leave during the school day due to health commitments etc. This should be communicated in writing via the homework journal. Children should be signed out by a parent/guardian

Organisation of Grounds

- Infants to First Class have their own area.
- Second to Sixth Class have their own area as well. They use the top part of the yard and have their own shelter shed ie. shelter shed on the wall near the back gate

Good Practice for Teachers/SNA's in Saint Michael's N.S.

1. Supervision

- Continuous walking around the play area
- Write down all incidents of misbehaviour etc. in incident book on the day of the incident (Incident Book in Office)
- Same with accident
- Be on the lookout for rough play, games etc that have potential for injury. Prohibit these games and alert all the other teachers
- Report any potentially hazardous area, item etc to the principal
- Confiscate items from pupils that could be used to cause injury.
- Children should play in their respective play areas
- Teacher on yard duty blows the whistle on time
- Children line up quietly in their class levels
- Teacher on duty calls each class and they walk into the school building

2. Bringing Children Out of School

- a) Bus Journeys for School Activities
 - I. The teacher must be first out the gate to check the traffic on the road
 - II. The teacher must ensure that the pupils walk orderly to the bus and behave in a safe manner on the bus
 - III. Running to or from the bus at any time is strictly prohibited
 - IV. As in school, courtesy, good manners and addressing people properly are demanded of the pupils
 - V. When planning bus journeys, a teacher must plan carefully to try to foresee if more adults are needed for supervision
 - VI. Teachers and pupils must adhere to all road and traffic regulations including the wearing of seat-belts
 - b) On Walks, e.g. church, People's Park,
 - i. Teachers must wear high visibility top, these are available in the school
 - ii. Teacher must walk with his/her class
 - iii. The children walk in pairs on the right hand side of the road
 - iv. Running is strictly prohibited
 - v. When crossing the road, the teacher supervises the crossing
 - c) In School
 - i. Children walk in the corridor and classrooms
 - ii. Children are not to be asked or allowed to handle hot items or lift or move heavy objects
 - iii. Adults are not expected to lift or move heavy objects but if doing so due care must be taken
- ### **3. Sport/Activities**
- 1) If a child is known to have had an injury we should get approval from the parent before he/she takes part in sport, stating that the child may participate as normal
 - 2) Appropriate warm-up exercises to be undertaken before more vicarious exercise
 - 3) Use of equipment – check before use that it is safe – if in doubt don't use it
 - 4) Use of equipment – only use it for the purposes it was designed for
 - 5) Even when the class is being taught an outside coach/teacher (e.g. Gaa coach, Rugby coach, Dance teacher) the class teacher must be present for the entire duration of the session

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 January 2019 when it was ratified by the Board of Management on the **15th January, 2019**

Signed: *Niall Sloane*

Chairperson

References

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