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Supervision Policy

Introduction

This policy was originally formulated in January 2019 and reviewed in 2023. 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 and Special Needs Assistants 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 (2 x 20 minute breaks)
- 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 (as per Code of Behaviour).
- If parents indicate a worry about a particular child on the yard, staff rostered for yard duty are informed of the concern so that the particular concerns can be monitored and addressed satisfactorily
- Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague (substitute staff member if available) 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.
- Incidents are recorded in the behaviour / first aid google form.
- 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.
- If staff on yard are not able to deal with the incident, two children can be sent to the staffroom to get support.
- First Aid boxes are available on yard and in each room in the school. These are checked regularly and replenished.
- Behaviour and Accidents are recorded on a google form by the teachers on supervision, SNA or by the relevant class teacher. Where teachers suspect that a child is injured or feeling unwell, parents are alerted by phone.
- At all times each teacher is responsible for the supervision of all children under their care.
- An evening gate duty timetable is organised by a member of the ISM team, each evening a teacher supervises children leaving the school at 2.20. If children remain uncollected after 2:20pm, the teacher on evening gate duty 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 (2.20), the teacher on evening gate 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. The support teacher will supervise the child/ren returning to the classroom at all times.

Special Provisions

1. Out of School Activities

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 10/15 children (depending on activity) with individual teachers in charge of specific groups. A risk assessment will be carried out depending on the activity or trip.

0. Meeting with Parent(s)/ Guardian(s)

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 outside of teaching time. 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.

0. On wet days

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

0. Visiting Teachers

When visiting teachers (student, language, art, drama etc.) or coaches take over a class, the school encourages teachers to maintain a presence in the area or classroom. Visiting teachers, coaches, SNA'S nor pupils are left in sole charge of a class.

0. Health and Safety Policy

The school Health and Safety Policy lists all hazards on the school yard and supervisors are briefed accordingly. A Risk and Safety Assessment is completed each term by staff and the Board Of Management Safety Representatives. Teachers are encouraged to review the risks and safety aspects regularly.

0. 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 via Aladdin Connect in the late arrival/ early dismissal section. Requests can also be made in writing via the school email account. Children should be signed out by a parent/guardian in

the event that the school has not been notified via Aladdin Connect or in writing. If in doubt, the child/ren should be signed out.

Organisation of Grounds

- The yard has 3 sections.
- A timetable is in place for each area: Infants- First, Second to Fourth and Fifth and Sixth.

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

1. Supervision

- Continuous walking around the play area for adequate supervision to be undertaken.
- All incidents of misbehaviour and accidents recorded in google forms.
- Intervene if games are deemed as dangerous or rough. Prohibit these games and alert all the other teachers.
- Report any potentially hazardous area, item etc. to the principal.
- Toys, resources or games are not allowed on the yard. Collect any items and return to children at the end of play time.
- Children should play in their respective play areas
- Teacher on yard duty rings the bell.
- Children line up quietly in their class levels.
- Teacher on duty calls each class and they walk into the school building.

0. Bringing Children Out of School

a. Bus Journeys for School Activities

- i. Teachers undertake a risk assessment via google forms to plan for adequate supervision for all out of school trips.
- ii. The teacher must be first out the gate to check the traffic on the road
- iii. The teacher must ensure that the pupils walk in an orderly fashion to the bus and behave in a safe manner on the bus
- iv. Children should walk to or from the bus at all times
- v. School rules of Safety, Respect, Communication and Working apply to out of school trips.
- 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.

.Teachers must wear a high visibility vest which are available in the school.

- i. Teacher must walk with his/her class.
- ii. The children walk in pairs on the footpath.

iii.Children should walk at all times.

iv.When crossing the road, the teacher/adults supervise the crossing.

c. In School

.Children walk in the corridor and classrooms

i.Children should not handle hot items or lift or move heavy objects

ii.Adults should not lift or move heavy objects but if doing so due care must be taken.

0. Sport/Activities

1. If a child is known to have had an injury, information in relation to the injury should be provided by the parent(s)/ guardian(a) before he/she takes part in sport. Permission should be given in writing (via Aladdin Connect or the school email) by the parent(s)/ guardian(s) when the child can participate as normal. Advice should be given by parent(s)/ guardian(s) in relation to safety if a child has a broken or fractured limb. Outdoor classroom and shelter shed are available as a safe and quiet area.

2. Use of equipment – check before use to ensure that it is safe – if in doubt don't use it

3. Use of equipment – only use it for the purposes it was designed for.

4. 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 as necessary
- Reviewing supervision duties as necessary depending on needs analysis.

Implementation

This policy has been in operation since January 2019 when it was ratified by the Board of Management on the 25th October 2023. This policy was reviewed in Term 1 2023.

Signed: _____

Chairperson

References

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

