

Supervision Policy Scoil Ide.

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.
 - Please note that our Supervision Procedure has changed in order to comply with Scoil Ide's Covid Risk Assessment Plan. Please see plan for detailed outline of supervision duties.
 - All class teachers will be in their rooms at 8.30 as children must now go straight to their classes on arrival.
 - Designated areas will be supervised by snas, secretary and SET teachers.
 - All break time supervision is to continue as normal - classes will remain inside for these breaks.
 - Sixth class children no longer assist with supervision.
 - When classes avail of outside yard access times, it is the responsibility of the class teachers to supervise their own class, assisted by their assigned sna where relevant.
- 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, 12.30pm to 1.00pm . School officially begins at 8.50. However, in order to facilitate parents who are working, Scoil Ide opens its doors at 8.30 and provides supervision for children until the official opening time of 8.50. The principal and snas must be present in the yard and/or Halla to supervise from 8.30 sharp. The Board of Management informs parents that the school does not accept responsibility for pupils

dropped off earlier than 8.30. In the event of Halla and yard not being accessible for use, children will go to classes and teachers and snas will supervise .

- A Rota for supervision is drawn up by Deputy Principal (Eileen Ostheimer) in consultation with Principal/staff and this Rota is displayed on the staff room notice board - a copy of same to be given to each staff member every month.

- The teacher on duty upstairs is to ensure that all children have left the building. The person on second half of duty for upstairs is to go upstairs and relieve his /her colleague. The upstairs teacher is to supervise children coming down the back stairs. The secretary is to supervise children coming down the front stairs. The teacher on downstairs duty must go promptly to the yard, as must all staff who are rostered for yard duty.

- Rules of the school yard are reviewed and revised on a regular basis and communicated to children regularly.

- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a colleague will assume his/her duties - rota for same on Staff Room Door.(If absence is certified, substitute teacher to carry out yard duty if teacher they are replacing is on duty.) If there is a substitute teacher on the premises, they will carry out supervision for absent teacher.

- All 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 policy covers incidents of misbehaviour

- Children with injuries/complaints are dealt with by the snas on yard duty. Teachers on duty take care of Sna's Child while Sna is treating injured party. Children are not permitted to enter building during breaks unless in the care of Sna/teacher. Under no circumstances should children be asked to administer First Aid.

- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All significant 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. It is our policy to inform parents in the event of injury to the head. Where teachers suspect that a child is unwell, parents are alerted, usually by phone.
- If children remain uncollected after 2.30pm, a call will be made to parents/guardians. In these instances, the school provides a duty of care until a parent/guardian calls. However, if child is uncollected on a regular basis, a referral may need to be made to B.O.M. and further action may need to be taken. Similar measures apply for infants who remain uncollected at 1.30.
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the evening the Principal and/or Deputy Principal 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.
- Children from Junior and Senior Infants 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, 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. In the case of school tours, supervision usually consists of one adult per 10 children.

- 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. As part of their supervision duties, teachers will provide regular checks of toilet areas. All classrooms are to be left open during such lunch times. Children from 6th class (and if 6th are unavailable, 5th/4th) assist the class teachers in supervision.
- d) When visiting teachers such as P.E., Music, Language, take over a class, class teachers must maintain a presence. Neither Snas nor pupils are left in sole charge of a class.
- e) Children who are collected early for whatever reason, need to be signed out and signed back in at the Office. Children who go home sick must be signed out also.
- f) After School Activities. Teachers running After School activities assume responsibility for students at 1.30 and/or 2.30 until they are collected at 2.30 and/or 3.30. Roll call will be taken for these classes. If the teacher providing after-school activity is unsure about the reason for a child's absence, he/she will inform the office (to ascertain reason). A senior member of staff - Principal /Deputy Principal will remain on school grounds until all children have been collected.

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 was ratified by the Board of Management on _____ and is due for renewal in September 2021

Scoil Ide

Signed: _____

Chairperson of Scoil Ide Board Of Management.

References

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