

# **Supervision Policy**

## **Introduction**

This policy was originally formulated in 2004, redrafted in 2005, updated in 2006, 2008 and again in 2011. 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)) 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 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. 11.00am to 11.10am, 12.30pm to 1.00pm and 2.00pm to 2.05pm. Teachers assume a duty of care at 9.10am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am

- A Rota for supervision is drawn up by the Deputy Principal in consultation with staff and this Rota is displayed on the staff room notice board. A four teacher team is on yard supervision every day, with two teachers in the yard at any one time.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- Supervision duties are not compulsory and teachers have the option of opting out if they so desire. The Deputy Principal is responsible for maintaining the Register of Supervision and the Principal for making returns to the Department of Education in relation to the 37 hour contracts.
- 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 rota of supervision for a sick colleague applies. Rota displayed in Staff room
- At least 3 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 misbehavior to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehavior.
- 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.
- First Aid boxes and Accident Report books are kept as a matter of procedure
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

### **Special Provisions**

- a) On 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. (Mainstream teachers are supported by SETs for school tours)
- b) If a teacher is called from his/her classroom to meet with a parent, another member of staff (Resource Teachers or LS Teacher) 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 supervision of teachers on yard duty that particular day (11.00 break and lunch break). There will be no 2.00 break on wet days. Children from Ms Hanrahan's Pre-fab are divided up among Mainstream Classrooms; children from the other three pre-fabs are divided up among the

classrooms in the double pre-fab which is supervised by one of the teachers on yard supervision that day. The other teacher supervises the main school building.

- d) When visiting teachers/coaches such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNA'S nor 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) Parents may request that their children be allowed leave during the school day due to health commitments etc. The school is currently in the process of designing a 'permission template' to cover all such activity, including written confirmation that the pupil is the responsibility of the parent for the duration of the out of school activity.

## Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Reinforcing school rules at the beginning of each term.
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

## Ratification

This policy was ratified by the Board of Management on 9<sup>th</sup> November 2011.

## Timetable for Review

This policy will be reviewed during the school year 13-14.

## Signed:

*Fr PJ McEvoy*

*Seán Mac Gearáilt*

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**Chairman BOM**

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**Principal**

## References

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

## Appendix A:

# Yard Duty and Supervision - 2011-12

A four-teacher team will take responsibility for yard duty each day with two teachers on duty at any given time.

Hereunder is the rota:

1. Mr Foran, Ms Hanrahan, Mrs Bannon and Mr Ryan
2. Ms McCarthy, Mrs O'Neill, Ms Tyrrell and Mrs Martin
3. Mr Scanlon, Ms Flaherty, Mrs Nally and Mr O'Looney
4. Mr Chambers, Ms Dolan, Mr Fitzgerald and Ms McMahon

Duty roster will be displayed in Staff Room

## Nature of Yard Duty:

The prime object of yard duty is the safety of all children. Serious consideration will also be given to regard for School Property. Supervision and control of the yard should be consistent from one teacher to another.

## Guidelines for Supervision:

1. Investigate all reports of bullying in whatever form
2. Keeps a vigilant eye for rough play e.g. climbing on backs, pushing, playing fighting, and kicking footballs away or at each other, "horseplay" / dangerous play on grass etc.
3. Play is to be confined to yard area during very wet weather. Children may not play on the grass during this time. If the ball goes into a grass area one child may retrieve it. It is important that where there is general roughness and disregard for discipline that the play be stopped and children brought to their lines and that teachers be consistent in regard to code of behaviour for the yard.

## Particular Dangers:

- a. Climbing on any dangerous level - especially the school shed is strictly forbidden. When a ball goes on to a shed or dangerous high place it may be retrieved by the caretaker using a ladder.

- b. Fighting , bullying (of any kind) and aggression towards other children should be treated seriously
- c. Disrespect for teachers should be treated as a very serious matter.

### **Corrective Measures:**

- a. Rough play in the grass area - Child / Children immediately confined to hard surface area or made sit in the shed or stand in a safe place for the rest of the break.
- b. Rough play in hard surface area - Child / Children or made sit in the shed or stand in a safe place for the rest of the break.
- c. Bullying / Attempting to hurt another child / fighting / disrespect for teacher on duty - Perpetrator(s) should stand in a safe place until end of break when the matter can be fully investigated.
- d. More than one boy retrieving ball from Lawns - Ball confiscated for part / all of break depending on arrogance displayed.
- e. Minor complaints - Even for minor complaints it helps if the teacher is seen to take some action e.g. "I'll keep an eye on him from now on" / "Tell him I want to see him" etc

### **Wet Days:**

Children will remain in Class Rooms and supervision will be as for yard duty. Children, who may in the opinion of the class teacher, pose a substantial safety risk should be placed either standing or sitting in an area where they will be under the direct supervision of the teacher on duty at all times. Children from Ms Hanrahan's Pre-Fab classroom will be distributed among the mainstream class rooms for the duration of the breaks and at the end of those breaks will await their teacher at the back door to be escorted across to their own classroom (Pre-Fab). The children from the other pre-fabs will be supervised in the double pre-fab by one of the teachers on yard duty.

### **Strategies for Entering and Exiting the School:**

Entering and exiting the school must be done in a safe and orderly manner.

- ❖ School bell rings at Staff Room - Teachers promptly go to supervise class
- ❖ First bell in the yard - Children stop playing.
- ❖ On second bell children form up in their lines. All talking ceases.
- ❖ Children then walk quietly and orderly into their classrooms line by line. Supervised by their classroom teachers at break and lunch times. Resource teachers to supervise potential trouble spots such as: general yard area (Mr Scanlon), path from yard (Mr Foran), Boiler House area (Mrs Nally), steps coming from yard (Mr

Chambers) and main door area (Mrs O'Neill). Teachers to rotate these locations regularly

- ❖ To exit the school at 3.00 pm.
  - All pre-fabs use their own exits and make their way immediately to school gates.
  - Rooms 1 and 4 to exit via door near Assembly Hall.
  - Rooms 6 and 7 to exit via front door.
  - Rooms 8 and 9 exit through their own fire escape doors
- ❖ All children walk on the left -hand side of corridor to main door picking up what ever rain gear that belong to them.
- ❖ Class teachers to supervise the exit of their class from building to ensure that there is no crushing at exit doors.