

Scoil Náisiúnta
Doire Bhoithe
An Charraig Rua



Supervision Policy

Introduction

This policy was formulated in Deravoy N.S, redrafted in 2011 and updated in 2018. It involved consultation with BOM and school staff (SNA & teachers). This latest edition is the result of a policy review in March 2018.

Rationale for Policy

This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and/on school activities.

This policy reflects the school's accountability under The Health Safety and Welfare at Work Act (2005) and reflects Court judgements, which have placed a duty of care on teachers.

Policy/School characteristics

This policy is in line with the school ethos, outlining our aim to foster respect, honesty, courtesy, responsibility, tolerance and consideration for others. School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all.

Factors taken into consideration in the formulation of this policy

The following factors were taken into account in the formulation of this policy:

1. The school enrolment figure – **66 pupils.**
2. The age range of the pupils - **4+ years - 13 years.**
3. The general behaviour record of our pupils – excellent, with a minority of pupils (predominantly special needs) having some anger management, social skill difficulties;
4. The school interior layout – 3 classrooms
5. The school grounds – tarmacadam yard surrounding the school building, concrete paths at side and field to the rear;
6. Existing supervision practices – a teaching staff conscious of the need for balanced, reasonable, age-related care;
7. The school experience of accidents and / or claims – minor, mostly play-related accidents.

Aims and objectives of the policy

To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid-morning and lunchtime breaks and while engaged in school activities.

Times identified as presenting need for supervision

- 1. Arrival & Dismissal**
- 2. Mid-morning and lunchtime breaks**
- 3. Certain activities**
- 4. Teacher having to leave classroom**
- 5. Specific circumstances**

1. Arrival & Dismissal:

- It is school policy to supervise pupils in the yard from 9.10 a.m. to 9.20 a.m. on dry days and in the classrooms from 9.00 a.m. to 9.20 a.m. on wet days.
- One SNA provides additional cover at arrival time. On a wet morning the SNA will provide cover in the Junior and Senior Infant classroom
- When it is raining in the morning, children go to their classrooms and sit in their places.
- Teachers supervise pupils while they are exiting the school at 3.00pm.
- Pupils who are not collected on time are brought to the office by the class teacher and a phone call is made to parents/guardians.
- The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times (unless they are engaged in a school organised activity/ tour etc.).

2. Mid-morning and Lunchtime Breaks:

- The school takes a mid-morning break from 11.00 – 11.15 a.m. and a lunchtime break from 12.30 – 1.00 p.m.
- Children are brought out to and collected from yard by their class teacher
- The yard area is divided into specific play areas for Infants (Junior & Senior), Middle (first, second, third and fourth) and Senior (fifth and sixth class.)
- A roster is in place for mid-morning and lunchtime break supervision duty. This roster is on display in the staffroom and is submitted annually to the BOM.
- If a teacher is sick on the day of their yard duty and a substitute is in for them; the substitute will cover their yard duty. If no substitute is in place, the roster sub list applies.
- If a teacher is aware that they won't be in on their yard duty day (EPV, CPD etc.) they should arrange a swap with a colleague for that day.
- Our Policy reflects the school's commitment to the provision of "adequate supervision" and to best practice, ensuring-
 - ❖ A minimum of three adults (based on present roll numbers) will provide supervision cover during break times.
 - ❖ A minimum of one teacher will provide supervision cover on each side of the yard.
 - ❖ SNA cover will be deployed for any pupil with identified Emotional/Social/Behavioural needs
- The foyer of the school is used to deal with any injuries/illnesses that require attention. First Aid supplies are located in a cupboard in the foyer and ice packs are stored in the staffroom.
- Accidents are dealt with and recorded by the relevant adult on duty. Where an accident/incident is deemed to be more serious in nature, it is recorded in the Accident Report Folder located in a cupboard in the foyer. A head injury will be reported to parents by phone.
- If it rains during break or if the children have to go back to their classroom for any other reason, the following procedures will apply:
 - Teachers and SNA will accompany children back to their rooms.
 - The SNA will provide additional cover in Room 1 (Infant Classroom).
 - One teacher to supervise Rooms 1 and 2, the other will supervise Room 3.
 - As a strict rule, children are expected to sit down as quickly as possible on re-entering the classroom and remain seated for the duration of break. Board games, DVD's etc. are available in every classroom.
- Pupils are regularly reminded of safe, acceptable yard behaviour
- Where staff and/or parents express concerns about a pupil's behaviour, all yard duty personnel are informed and agreed individually planned procedures are put in place to ensure the safety of all.
- Labelled yard play equipment in the form of soft balls, beanbags and hoops are provided for the use of each class during breaks; the safety and condition of this equipment is monitored by class teachers.

3. Certain activities:

In-school:

General -

- It is school policy that pupils are supervised, returning from PE, church, swimming and outings, including lunch break.
- When the whole class is moving in line outside of the class, the teacher stands out of line so that he/she can supervise all of the pupils.

PE –

- It is school policy for a teacher to supervise pupils in the handling of all large equipment necessary for PE class;
- Pupils are not permitted to touch PE equipment unless under the supervision/instruction of a teacher;

Moving of other equipment –

- Pupils are only permitted to move other large equipment under staff supervision.

Games –

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher.
- Coaching-
 - Where an invited coach takes games instruction, this is always done with a teacher present;

Visiting speaker-

- Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

Computers-

- Pupils using a computer are always supervised by a Teacher or SNA under the instruction of a teacher (See separate ICT Policy);

Learning support/Resource-

- Pupils who are attending Learning Support/Resource Teaching are collected and returned to class under the supervision of an adult;

Incidental –

- Pupils who need to leave the classroom on a message are always accompanied by another pupil;
- It is a school rule that pupils do not run within the building, with the exception of PE activities.

Out of School-

- See Appendix 3; School Tour Policy for more details
- Altar Servers –Some of the senior children may be asked to serve at funerals and/or weddings during school time. Written permission must be given from the parents. The children will be accompanied by a member of staff or a lay member of the Church of the Sacred Heart, trained in Child Protection and Garda Vetted, until they return to school.

4. Teacher having to leave classroom:

- It is school policy to minimise, as far as is practicable, the occasions when a Teacher is absent from a classroom. When this is unavoidable, the following applies:
- Short absence - Teacher notifies the secretary or the closest teacher and both classroom doors are left open;
- Break- Teachers on yard duty take their break either immediately before or immediately after supervision; cover is provided for class teachers at these times by an SET;

Review and Evaluation timetable

This policy will be reviewed and evaluated at the September staff meeting each year. Any changes to be made will be decided by Principal and Staff and will be approved by the Board of Management of the school.

Ratification: This updated policy was ratified by the BOM on _____

Signed:

Appendices

- **Appendix 1: Guidelines for Yard Supervision**
- **Appendix 2: Yard Rules**
- **Appendix 3: Policy on School Tours/Outings**

Appendix 1: Guidelines for Yard Supervision

General

- Be on time
- Three adults on duty:
- Be aware of pupils, who need special attention, observe their behaviour. Be visible.
- Liaise with SNA re pupils under their care.
- Look for pupils who tend to go out of bounds, leave the yard.
- Be aware of visitors entering the playing area.
- Keep an eye out for rough or dangerous play.
- Keep an eye out for conflict or aggressive behaviour.
- Keep an eye out for any form of bullying and take appropriate action.

Minor Accidents

- Supervisor to bring pupil to foyer for treatment.

Accidents of a Serious Nature

- Supervisor to bring pupil to foyer for treatment
- Supervisor to attend to pupil, record issue in Accident Folder and inform class teacher.
- Class Teacher to write a note in the Dialann Scoile and note should be signed.
- Parents should be notified of head injuries immediately.
- Principal is to be informed

Incidents

- Teacher on relevant section of yard to deal with incident
- If incident is regarded as serious teacher to write a report in Incident Book.
- Teacher to write a note in the dialann scoile, if appropriate
- Class teacher to be informed and ensure that note in the dialann scoile is signed.
- Principal is to be informed. (Serious incident)
- Principal to monitor Accident Folder and Incident Book.

Appendix 2: Yard Rules

- Class Teachers are requested to teach these rules to pupils and regularly refresh them in their minds.

Be gentle - Be a friend - Be responsible – Ask - Stay in bounds - Respond to the bell

- Be gentle - no rough play, stay on your feet no rolling on the ground etc.
- Be gentle - no pulling dragging etc. no trains
- Be a friend - include others in your game – share
- Make friends - meet and play with different children in the yard
- Stay in your own section of the yard. If you have to enter another yard area to retrieve a ball be gentle with the others.
- Stay in the yard -do not leave the yard without permission
- If you need to use the toilet ask a supervisor for permission
- Play safely - no throwing of nuts, pieces of stick, pebbles etc.
- Play safely - no use of pieces of wood, sticks or any other dangerous implement.
- Treat yard equipment with respect.

- Respond to the bell - line up when the bell sounds, no ball playing after the first bell.
- Stay quietly in line - do not enter school until teacher calls you in.
- Be responsible - talk to the supervising teacher, an SNA or to your own teacher or the principal if you are unhappy in the yard,
- Remember the Stay Safe rules.

Appendix 3: Policy on Tours/ Outings

Preamble; taking into account the age and interest of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. Tours will be arranged at the discretion of the teacher in charge of a class, or a teacher in charge of certain interest groups e.g. Choir/Sports.

1. Type of Trips

There are four types of trip

A. Local walks (where no transport is required)

- Details should be notified to the office and Principal outlining; venue, time of departure and expected time of return. A mobile phone should be brought. The ratio of adult/child supervision is at the discretion of the class teacher.

B. Day Trips bus/cars involved

- A minimum child/adult ratio of 15:1 is required. A letter should be issued to parents outlining the details e.g. time, cost etc. Written parental consent should be included in this letter. No money should need to be brought. Any costs to be covered in the overall cost of the trip.
- If cars are being brought, drivers need to be informed of Insurance procedures. A laminated sheet with these details should be issued by the office and returned following the tour. If bus is used, driver(s) need to comply with conditions of hire. A tour kit is also to be brought. (see below).

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2. Safety and Supervision

- Teachers *and* parents the will be extra vigilant when taking children out of the school.
- Special attention will be paid to road safety, behaviour on bus etc.
- Risks posed by particular venues (e.g. adventure playgrounds etc.).
- Parents should be informed of their responsibilities in this regard before any trip.

3. Venue

- The teacher will be as 'au fait' as possible and have gathered information on any potential venue, with particular reference to educational opportunities afforded and services available (phone, toilets, emergency facilities).
- Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies.
- Where more than one class travels, one teacher will accept the role of 'leader'.

4. Informing Parents

- Teachers will ensure that parents are given sufficient notice of itinerary, cost, special clothing necessary and packed lunch (no glassware.)

5. Cost/Finance

- The teachers will try to ensure that the cost of the tour is reasonable and represents value for money.
- *All* children will be actively encouraged to save towards the cost of the tour.
- Those intending to travel (including parents) should cover costs. The total cost of the trip should include the cost of providing subs for teachers travelling.

6. Tour Kit

- Leaders will take 'Tour Kit' on all outings. These *will* be available from the office. The kit will contain:
 - First Aid materials, refuse and illness bags, newspapers, kitchen paper.
 - Mobile phone, maps of locality, umbrella may be required

7. Conduct on Tours

- Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour.

In certain circumstances, parents may be asked to agree to a contract on behaviour on behalf of their child.

- Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents should be advised of this in advance. Alternatively, parents may be asked to accompany their child.
- Teachers travelling will decide dress *standards* in conjunction with school dress code. If uniform is inappropriate, school tracksuit to be worn. Some tours may however require old clothes/change of clothes.

8. Weather Conditions

- Rain *and headgear* will be essential for *all* children *and a* change of clothes *may* be necessary, depending on the venue.
- If weather conditions are unfavourable, the group will have the use of the bus for sheltering or for eating lunch. This will need to be confirmed with the bus company.

9. After the Tour

- Where problems arise, *either with* such *things* as the venue or transport, teachers will report back to the transport/tour organisers who will in turn discuss it with
- Thank you cards to be sent to venues/hosts by the children etc.