

Supervision Policy of Edmondstown National School



Introduction

This policy was formulated in January 2022. 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 place 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.
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.20am to 10.40am, 12.10pm to 12.30pm. Teachers assume a duty of care at 8.45am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.45am. *The Principal supervises the playground for the ten minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
- 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.
- 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 are informed of the concern so that the situation can be monitored and the particular concern can be addressed satisfactorily.
- Teachers on yard duty remain with the classes until the class teacher returns promptly from break. 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.

- Generally two Special Needs Assistants are also 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/discipline policy covers incidents of misbehaviour.
- 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 unless specifically asked to do so by the teacher on yard.
- 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 or by the relevant class teacher. All instances of head injury are reported to parents by phone. Where teachers suspect that a child is unwell parents are alerted by phone.
- Children who need to use the toilet during break are given a "toilet pass" by the teacher on yard duty. Only one boy and one girl may enter the school at any one time. SNAs bring SEN children to the toilet and also children at the Junior/Senior Infant level.
- At dismissal time in the evening the Principal and Deputy Principal supervise the school yard to see children safely off the premises. No supervision is provided outside the school gate.
- If children remain uncollected after 2.30pm, the school always ensures that a duty of care is provided until a parent/guardian arrives. A phone call is usually made to the parent from the office.
- At all other times each teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Special Education Teaching should be collected at the classroom door by the relevant teacher.

Special Provisions

- a) For out of school activities such as GAA, 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 children with individual teachers in charge of specific groups.
- 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 and the corridor is patrolled by the teacher. An additional teacher supervises children in our upstairs classroom. Children from senior classes are assigned to younger classes to help with supervision by reading to the children or playing games.
- d) When visiting teachers such as P.E., Music, Language, student teachers, take over a class, the class teacher remains in charge and must maintain a presence. Neither SNAs nor pupils are ever 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 for health appointments etc. Parents must sign their child out at the office and understand that the pupil is now 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
- 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 10th February 2022.

Signed: Rev. R. Lyng, OSA
Chairperson, Board of Mngmt.

Philomena Cleary
Principal

References

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