

# Supervision Policy

## Introduction

This policy was originally formulated in June 2020. 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.

The measure of duty placed on the teacher is "to take such care of his/her pupils as a careful parent would of his / her children". This legal principle is known as "**in loco parentis**" (in the place of the parent). The degree of supervision required of the teacher will vary with the circumstances and especially the age of the pupil.

## 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

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00am to 11.15am, 1pm to 1.25pm. In total there are 4 teachers on supervision for every break. Teachers assume a duty of care at 9am, however supervising teachers monitor arrival into classrooms. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9am, this is communicated to parents at the beginning of every term.
- 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.
- Supervision duties are compulsory. The Principal is responsible for maintaining a Register of Supervision.
- 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 an EPV day must swap supervision duties with a willing colleague.
- Teachers taking any other known leave must also 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, this will be arranged by the Principal or Deputy Principal. These duties may also be completed by a substitute teacher, if available.
- Teachers accompanying groups of children on representative outings must ensure that they have recorded the event in the school calendar and that supervision for their class has been arranged.
- At least 6 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/discipline policy and Code of Behaviour covers incidents of misbehaviour.
- Children with minor injuries/complaints are dealt with directly by the teacher on yard duty. Children who present with more serious injuries/complaints are given a purple card and report to the school office.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision, school secretary and by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 2.50pm, the school always ensures that a duty of care is provided until a parent/guardian calls
- At all other times each teacher is responsible for the supervision of all children under their care.
- *The Principal or Deputy Principal or another designated person supervises the playground from 9am each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
- At dismissal time in the evening the Principal supervises the gate onto the yard 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 additional or support teaching should be collected at the classroom door by the relevant teacher.

### **Special Provisions**

- a) Out of school activities such as games, swimming and tours, may require extra supervision. Management will assess each activity and any additional needs pertaining to the children involved to ensure adequate levels of supervision are put in place. The level of supervision may vary but there will be a minimum of two adults one of whom is a teacher.
- b) If a teacher is called from his/her classroom to meet with a parent in an emergency case, another member of staff may be released to cover. This will be the principal or a member of SET where available. If cover cannot be adequately arranged parents/guardians will be asked to make an appointment or informed that the teacher will phone them at the next available opportunity.
- c) On wet days children remain in their classes under the normal supervision Rota. Rules for wet days are on display in classrooms.
- d) When a teacher is on yard duty and taking their break, their class will be supervised by the neighbouring teacher.
- e) When visiting teachers such as P.E., Music, Language, take over a class, the school requires teachers to maintain a presence. Neither SNA'S or pupils are left in sole charge of a class.
- f) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.

- g) Parents may request that their children be allowed leave during the school day due to health commitments etc. Children must be collected from the school office by an adult and signed out in the sign out book located beside the school office. No exceptions to this are made.
- h) Where a teacher is on an EPV day or where no sub is available the class may be divided between the rest of the classes within the school. In this instance the class teacher assumes responsibility for these children for the remainder of the day.
- i) In cases where no substitute teacher is available and classes cannot be divided among other classes then SET and the Principal may be asked to provide supervision for the class. A rota for such supervision is available in the staffroom. The Principal or Deputy Principal will inform those next on the rota should they be required in a timely manner as possible.

**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

**Ratified on :** \_\_\_\_\_

**Review date :** \_\_\_\_\_

**Signed:** \_\_\_\_\_