



Supervision Policy

Introduction

This policy was reviewed in September 2024. 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.
- As per Department of Education and Skills Circular 33/2013 participation in the Supervision scheme is compulsory for all teachers.

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. 10:40 to 11:00am, 12:40 pm to 1.00pm. Teachers assume a duty of care at 9.00am.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8:45am. When children enter the school grounds at 8:45am, they should line up in their designated spot in the yard. No games should be played during this time.
- The Principal/Deputy Principal and another member of staff will supervise the yard for 15 minutes before the bell at 9.00am.
- A Rota for supervision is drawn up by the Deputy Principal in consultation with Principal/staff and this Rota is displayed on the staff room notice board. 3 teachers will supervise the yard during break times.
- Our Special Needs Assistant(s) (SNA) are on duty during lunch breaks. SNAs will be allocated between the main yard and Spraoi playground in accordance with the needs of the children they work with. SNAs should adhere to classroom supervision ratios on the main yard while maintaining a minimum of 2 SNAs present on Spraoi playground.
- While the SNA provides individual supervision for a designated Special Needs child, 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/Code of Behaviour covers incidents of misbehaviour.

- Rules of the school yard are reviewed and revised continually and communicated to children, at the beginning of each term and as required throughout the school year.
- 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 walk their classes to the yard and wait for the 'on-duty' teachers to come out before going to lunch. Teachers on yard duty remain with the classes until the class teacher returns from break.
- Teachers taking a course day must swap supervision duties with a willing colleague. If a teacher is unexpectedly absent the Deputy Principal arranges for a colleague to assume the absent teacher's duties in a reciprocal arrangement.
- If substitute cover is permitted for a teacher absence, the substitute teacher will cover any supervision of the absent teacher. The Principal/Deputy Principal will notify the substitute teacher of any supervision requirements.
- 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 bag including Accident Report book is to be brought out onto the yard by a supervising teacher. 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. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- The infant teacher will supervise the collection of junior and senior infants at 1.40. The principal and one member of the senior management team will supervise senior collection time. If children remain uncollected after 3.00pm, the parents/guardians will be contacted. 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.
- Teachers should never leave their classroom unsupervised. If they have to leave the class they must ensure the neighbouring teacher supervises their class until their return.
- Children who are withdrawn from their mainstream classroom for Special Education Support should be collected at the classroom door by the relevant teacher.
- Teachers on big break supervision are permitted 20 minutes break 12:20-12:40pm in order to get some lunch etc. The children eat their lunch in the classroom at this time and the neighbouring teacher/principal/SET supervises the class.

Special Provisions

- a) For 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. Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to: Road Safety; Behaviour on Bus, Risks posed by particular venues (e.g., adventure playgrounds etc.). Additional staff members/approved adults will accompany classes with the class teacher where deemed necessary.



- 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 outside of school hours.
- c) On wet days children remain in their classes under the normal supervision Rota – one of the 3 teachers on duty will go to Spraoi and the other 2 remain in the main building on supervision; SNAs will remain with their designated class on wet days at the discretion of the Principal. Children are allowed to play board games; watch an approved, age appropriate dvd/movie on Netflix; complete activities in their 'wet day' copies.
- d) On wet mornings children are permitted to enter classrooms at 8:45am. Class teachers will be required to supervise their respective classes during this time. Additional cover will be provided by the staff on morning duty.
- e) On wet evenings the Principal and Deputy Principal assume supervision from the porch and Room 5 to ensure all children get to cars safely.
- f) When visiting teachers such as P.E., Music, Language, Student Teachers etc take over a class, class teachers must remain in the room at all times in order to maintain a presence.
- g) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- h) For certain school activities eg school matches parents are requested to arrange transport to and from the game for their child. Parents assume responsibility for their child and any children they may be providing lifts for as agreed with the parent of that child. The school does not organise lifts for children with other parents.
- i) Sensory room: an adult must be present at all times whether inside or standing outside the sensory room with visual access while a child is using the room for regulation/sensory needs. Parental permission will be granted for the latter if it is seen as more beneficial for the child to not have an adult present in the room. No two children will be left alone at any stage in the sensory room. If an emergency arises all children will be returned to their class or the other room if necessary by the supervising adult.

Review:

This Supervision Policy may be reviewed and amended from time to time by the Board of Management. The next scheduled review date is September 2027.

Ratification:

_____ (Chairperson) Date: _____

_____ (Principal) Date: _____