**Supervision Policy**

**Introduction**

This policy was originally formulated in 2003 redrafted in 2008, updated in 2014.It is being updated in 2018 as part of our Child Protection Risk Assessment. 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 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. 11.00am to 11.10am, 1:00pm to 1.30pm. Teachers assume a duty of care at 9.20am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am. The principal and Deputy Principal supervise from 9:10am-9:20am.
* A Rota for supervision is drawn up by the Principal and this Rota is given to each teacher and displayed on the staff room notice board.
* Rules of the school yard are reviewed and revised continually at staff meetings and communicated to children regularly in class and at Assembly once a month.
* S.N.A.'s are also on the yard but are responsible for the children in their care as decided by the principal, SENO, NEPS Psychologist.
* 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
* SNA's may be assigned to "keep an eye" on other children in their yard area-as requested by the principal, deputy principal or class teacher.
* Teachers on yard duty remain with the classes until the class teacher returns from break.
* Teachers taking an EPV day can swap supervision duties with their "Supervision Buddy". If a teacher is unexpectedly absent their "Buddy" will assume his/her duties in a reciprocal arrangement. If a substitute teacher has been employed, they will cover yard supervision if it is the responsibility of the teacher they are subbing for.
* At least 5 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 and Code of Behaviour policies cover 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.
* First Aid boxes and Accident Report Sheets are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is injury involved should be noted on an Accident Report Sheet by the teacher(s) on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
* Any incident that involves a bump to the head, the child's parents are contacted.
* If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian arrives.
* At all other times each teacher is responsible for the supervision of all children under their care.
* *The Principal and Deputy Principal supervise 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.*
* At dismissal time in the evening a senior teacher will supervise at the outside corner of the senior corridor. A teacher stands at the corner by the main office also. No supervision is provided outside the school gate. Children waiting for a bus stand where the bicycles are parked and are supervised by an SNA.
* Unless unavoidable, teachers should never leave their classroom unsupervised.
* Children who are withdrawn from their mainstream classroom for extra support or Language Support should be collected at the classroom door unless independence is targeted by the relevant teacher.

**Special Provisions**

1. 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
2. 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, preferably outside of school hours.
3. On wet days children remain in their classes under the normal supervision Rota. Children from senior classes assist the class teachers in Junior Classes.
4. On wet mornings before 9:20am, the children are let in at 9:10am and supervised by designated teachers. The wet morning Rota is displayed in the Staff Room and Office. The Buddy System is applied in this case also.
5. When visiting teachers such as P.E., Music, Language, take over a class, the class teacher will maintain a presence. Neither SNA’S or pupils are ever left in sole charge of a class
6. The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
7. Parents may request that their children be allowed leave during the school day due to health commitments etc. The parent/guardian must call to the office and sign their child(ren) out. 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
* Re-enforcing school rules termly
* Reviewing supervision duties yearly
* Altering or adjusting procedures deemed to be inoperable

**Implementation**

This policy has been in operation since 2008 when it was ratified by the Board of Management

Reviewed 2015, 2019

**References**

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

Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX**

* At present two classes are being thought off campus at the MDA
* The children come to the main playground each morning and are escorted over to the MDA by their class teacher and SNA
* No child walks to/from unescorted to the school during the school day
* If a parent/guardian is collecting a child during the school day they first report to the school office to sign out their child(children). They are given a permission slip filled in and signed by the secretary/Principal.
* At 3pm children are collected either from the car park of the MDA or they are walked back to the main school by the class teacher where they are collected.