

## **Supervision Policy**

### **Introduction**

This policy applies to all staff and pupils 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.

### **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 playground or while engaged in school related activities
- To observe and monitor behavioral patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

### **School Procedures**

- Children will be supervised by teachers on a rota basis and all SNAs from 8.25am.
- Teachers supervise their classes from 8.30am. From 8.25am to 8.30am, 3<sup>rd</sup> to 6<sup>th</sup> class pupils will be supervised in basketball courts. Junior Infants to 2<sup>nd</sup> Class will be supervised in the sports hall. It is the policy of the school to supervise the school playground at all times during regular lunch breaks i.e. 10.45am to 11am first break, 12.40pm to 1pm second break.
- School personnel will supervise children at all times, never leaving a class on their own.
- The Board of Management does not accept responsibility for pupils until 8.25am.
- A Rota for morning and yard duty supervision is drawn up by a post holder in consultation with Principal/staff and this Rota is displayed on the staff room notice board and a copy is given to each staff member.
- Rules of the school playground are reviewed, revised and communicated to children regularly.
- Supervision duties are compulsory. A member of the ISM team is responsible for maintaining the Register of Supervision.
  
- Teachers on playground duty wear High Visibility jackets and should be in the playground before pupils. Class teachers should walk with their pupils and ensure that the teacher on duty is present before allowing the pupils in to the playground. The teacher on duty remains on duty until the class teacher's return from break. Teachers taking a course day should arrange to exchange supervision duties with a colleague and to inform this change by email to the school office. If a teacher is unexpectedly absent a post holder arranges alternative supervision.
- All 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 playground duty.

## St. Andrew's National School, Lucan Co. Dublin

- Children with injuries/complaints are dealt with by a member of staff on duty. If first aid treatment is necessary the children are sent to the First Aid area and treated by the member of staff on first aid duty. Children are not permitted to report directly to the staff room if there is an incident on the playground.
- First Aid supplies and Accident Report forms are kept as a matter of procedure.
- Teachers will lead their classes when transitioning.
- If a pupil is not collected at 1.15pm and 2.15pm the class teacher looks after him/her and contacts the parents if necessary.

### **Special Provisions**

- a) Children sent on messages should never be sent on their own.
- b) Out of school activities such as sports related activities, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place with individual teachers in charge of specific groups.
- c) 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 through the school office and appointments will be arranged after school hours.
- d) On wet days pupils remain in their classrooms and staff alternate supervision. When visiting teachers such as G.A.A, take over a class, the class teacher must be present during these classes.
- e) Parents may request that their children be allowed to leave during the school day due to health commitments etc. On collection/return they must complete the Sign Out/Sign In form available through the school office.
- f) All Junior Infant children having been taken out of class for appointments etc, must be accompanied back to their classroom by a member of staff when they are returned to school.
- g) If infant children are hurt in the playground they will be accompanied by an older child or a member of staff to receive first aid if required.
- h) If Junior infant children are late for school, they will be accompanied by a member of staff to their classroom.

### **Success Criteria and Review**

- Ensuring a safe child-friendly school playground
- 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