

SCOIL BHRÍDE SUPERVISION POLICY

**Introduction**

This policy was originally formulated in 2011, redrafted in 2017 and updated in March 2018. 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 who have signed up for supervision (DES Forms) 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 1.30. Teachers assume a duty of care at 9.20 a.m. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.20 a.m.
* 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 not compulsory and teachers have the option of opting out if they so desire. The Deputy Principal is responsible for maintaining the 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 on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day can swap supervision duties with a willing

colleague. If a teacher is unexpectedly absent a volunteer colleague or substitute teacher if applicable) will assume his/her duties in a reciprocal arrangement

* All changes to supervision duties must be written onto the roster, in accordance with GDPR.
* All 4 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 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
* 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 or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
* If children remain uncollected after 3.00pm, 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 and Deputy Principal and one other teacher are available to deal with issues that may arise precedingadmission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time. The Board of Management following consideration of the risks associated with morning supervision will at will, at the beginning of each term send a disclaimer to all parents setting down the time at which the school accepts responsibility.
* 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 Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.

**Special Provisions**

1. During out of school activities such as games, swimming, tours etc, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per **15** children with individual teachers in charge of specific groups. Children from Sunrise will be accompanied by an SNA at all times. This will be reviewed in Year Two of Sunrise.
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
3. On wet days children remain in their classes under the normal supervision Rota. Children from senior classes assist the class teachers
4. When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNAS nor pupil is left in sole charge of a class
5. The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
6. Parents may request that their children be allowed leave during the school day due to health commitments etc. The school operates a Sign-Out book whereby the parent must give the reason for withdrawing their child from school during the school day.

**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 June 2018 when it was ratified by the Board of Management of Scoil Bhríde.

**Appendix 1-Supervision Procedures**

As teachers we fully accept the duty of care, which, in loco parentis devolves to us. In Scoil Bhríde, we take all reasonable care to ensure that the children given into our care are adequately supervised at all times. Deputy Principal is responsible for drawing up and updating the Staff Supervision Rota which is on display in the Staff Room. All staff have a duty of care at all times during the school day.

Official supervision begins at ***9.20am*** and parents are informed of this when enrolling their children. They will be sent reminder texts at the beginning of each term.

For the duration of Break Time and Lunch Time, 3 teachers supervise together with our Special Needs Assistant’s and work experience students. Yard Rules are in line with our D.F.L. policy and are revised and reviewed regularly and repeated often to the children. In our yard at present there are three sections as outlined below.

|  |  |  |
| --- | --- | --- |
| **Tranquil Space** |  | **Infant Yard 1** |
| **Top Half** |
| **Middle Yard 2** |
| **Yard 3****Bottom Half** |
|  |  |
| **Shed** |

**Yard Division:**

Teachers on yard duty take one of the yards each for supervision. Yard 3 includes the shed and tranquil space. In the event of a child being injured or taken ill, they will be accompanied inside by an S.N.A. or a teacher and necessary measures taken.

**Classes:**

Yard 1 Junior Infants/Senior Infants.

Yard 2 Senior Infants/1st/2nd.

Yard 3 3rd-6th all of the basketball court

**S.N.A. Rota**

Noreen-Rebecca/Ellen

Margaret-Abigail/Ellen

Natasha-Emma

Sandra-Autumn

**Tranquil Space Rota**

Monday-Senior Infants

Tuesday-1st/3rd

Wednesday-2nd

Thursday-4th/5th

Friday-6th

**Shed**

All pupils can use the shed with the exception of Junior Infants

**Morning:**

* Children line up when bell rings at ***9.20 a.m.***

Main Door 1st-6th

Infants doors-Junior & Senior Infants

* Class teachers leave the staff room as the bell rings or slightly before to collect their class and supervise entry to classrooms and hanging up of coats.
* Every effort is made to do this quickly and quietly.

**Morning Break:**

* Sixth class prefects proceed to all classes-Infants-3rd when the bell rings at ***10.55 am.***
* At ***10.55 am,*** children eat their snack and teachers on supervision duty having given consideration to the weather and the state of the yard decide if pupils will be exiting or not. The message is relayed to all classrooms via the intercom.
* Bell rings at ***11.00 am*** and **class teachers monitor exit of each class** to the yard.
* Pupils from Sunrise class line up with their class on yard and continue down corridor to Sunrise upon entering the school.
* ***11.10 am*** bell rings, children line up at designated point and class teachers collect them.
* Supervising teachers have tea break at 10:50 or 11:15 while 6th class prefect or work experience students and teacher next door monitor the class.

**Lunch Break:**

* Bell rings at ***1.00 pm,*** children eat their lunch for ***15 minutes*** in their classroom. Children should remain seated at all times and eat quickly. All requests i.e. toilet, drinks etc must be directed to the teachers on duty.
* Please note it is **absolutely necessary** that the infant corridor be supervised by a teacher at all times. If there is an SNA in the room, the class must still be supervised by the teacher on duty as the SNA may need to take her designated child out of the room and in line with our changes an SNA cannot be left supervising on her own. All doors to be left open during lunchtime.
* If exiting at ***1.15 pm,*** teachers on duty bring classes to the yard.
* Bell rings at ***1.30 pm*** and children line up and are collected by class teacher
* Supervising teachers have lunch break from 12:45-1:00 or 1:30-1:45 (whichever is most suitable). Please leave your classroom door open and make the teacher next door aware that you have left. If you have an SNA in the room, please stagger your lunches with the SNA so the SNA is present while you are on lunch. The classroom door must be left open with the teacher next door assuming responsibility while you are at lunch. This must also happen at any other time when an SNA is left in the classroom on her own.
* SNAs to be responsible for the designated children in their care. Class teachers to deal with all other issues. If an SNA must leave the yard, please ensure the child they are supervising goes with them, or the teacher on duty assumes responsibility for them. SNAs may also swap the children they are supervising with each other if they so wish but the relevant teacher must be informed.

**Yard Duty Roster**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Leanne**Lil**Triona* | *Deirdre W**Shirley**Nora* | *Sinead R**Cora**Sandra* | *Fiona**Deirdre G**Mary* | *Rebecca**Sinead M**Joanne* |

* If a teacher is out, the substitute teacher will cover her duty. If no sub is available, a local arrangement will take place whereby a teacher will nominate herself to cover the yard duty and this duty will be repaid when the absent teacher returns.

**Toilet Supervision:**

* When classes are going to the toilet teacher accompanies them.
* When pupils leave the classroom to use the toilet, teacher notes time and length and number of children leaving the classroom.

# EXIT AT 3.00 PM

* Class teacher supervises exit of their classes at 3.00 pm in an orderly manner through their allocated exits.

This policy was formally ratified by the Board of Management on. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

The policy will be implemented and supported by the Board of Management from \_\_\_\_\_\_\_\_\_\_\_\_\_.

It will be reviewed every \_\_\_\_\_\_\_\_\_\_ year.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson Board of Management