

# St. Joseph's National School



## Supervision Policy

### Introduction

This policy was originally formulated in 2016. 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.

### Yard Duty

- All teachers who have signed up for supervision (DES Forms) are assigned supervision duties.
- The SNA will supervise the teacher on yard's class from 10.50 to 11.00am and from 12.00-12.25 so the teacher can have her lunch in the staffroom. The teacher on yard will ask the teacher next door to also supervise the teacher's class. The classroom door will be left open to facilitate this.
- 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, 12.30pm to 1.00pm. Teachers assume a duty of care at 9.10am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am.
- A Rota for supervision is drawn up by the Principal/staff and this Rota is displayed on the staff room notice board.

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- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- The Deputy Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 37 hour contracts.
- 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 will assume his/her duties in a reciprocal arrangement.
- One teacher and The Special Needs Assistant is on duty during lunch breaks.
- While the Special Needs Assistant provides individual supervision for designated Special Needs children, the Assistant 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.
- 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. The teacher on yard waits with the child until the child is collected.
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time the Principal and teacher on yard duty that day supervise the outside of the school, along the carpark, 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 Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.

## Special Provisions

- Out of school activities such as games, swimming, tours, library visits need to have adequate levels of supervision in place. The level of supervision is

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usually one adult per 15 children with individual teachers in charge of specific groups. A Special Needs Assistant will accompany a teacher on a tour to ensure adequate supervision.

- 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 to avoid such disruption.
- On wet days, children remain in their classes under the normal supervision rota.
- When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence.

## EPV Days/Sick days

- Classes will be split when a Mainstream Class Teacher takes a course day. The teacher will leave work for the children to complete and a list of how children will be divided between the other two classes. The learning Support teacher will supervise the bigger group.
- If a teacher is out sick the children will complete work left by the teacher in the “emergency box”.
- The learning support teacher will not take 3<sup>rd</sup> and 4<sup>th</sup> for English or Maths lessons when classes are split. 3<sup>rd</sup> and 4<sup>th</sup> classes will remain with their class teacher.

## Yard Rota

Monday: Ms. Molloy

Tuesday: Ms. Gallagher

Wednesday: Ms. Hehir

Thursday: Ms. Beirne

Friday: Each teacher takes turns to complete Friday supervision

## 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

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## Implementation

This policy has been in operation since September 2016 when it was ratified by the Board of Management

## References

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

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## Splitting of classes

Name of teacher on leave:

	Name of teacher	Name of teacher	Name of teacher
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			