



## **SN Tulach Uí Chadhain**

### **Supervision Policy**

#### ***Introduction:***

This policy was originally formulated by the staff and Board of Management of Scoil Naomh Bríde, Tulach Uí Chadhain. 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 have placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

#### ***Aims:***

This policy aims:

- 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. 10.55am to 11.10am, 12.30pm to 1.00pm. Teachers assume a duty of care at 8:30am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8:30am.
- 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.
- 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.

- 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 unless in emergency situations. Procedures for dealing with a child that is hurt are contained in the school Accidents & Injuries Policy.
- Teachers on supervision duty should inform the class teacher responsible for any child that is injured or becomes unwell during break.
- First Aid boxes and Accident Report books are kept as a matter of procedure. 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 2:30pm, the school always ensures that a duty of care is provided until a parent/guardian calls. Responsibility for this lies with the Principal and/or Deputy Principal of the school although this responsibility may be passed to a willing colleague.
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the evening the Principal supervises the outside of the school 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 and supervised until they re-enter the classroom.


### *Special Provisions*

- a) During 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. These provisions are guided by the School Tours and Outings Policy.
- b) If a teacher is called from his/her classroom to meet with a parent or other professional, another member of staff may be released to cover. However, it is school policy to request parents to make appointments.
- c) On wet days children remain in their classes under the normal supervision Rota. Children from senior classes may assist the class teachers.
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNA'S or pupils are left in sole charge of a class.
- e) The school Child Safeguarding Statement and Risk Assessment lists all hazards on the school yard and supervisors are accordingly briefed.

- f) Should a child be required to remain indoors during a break time on their own they should be provided a seat in the corridor within view of the staffroom for the duration of the break.
- g) Children who do not leave the classroom promptly at the beginning of break time are the responsibility of the class teacher until they have gone outside.

***Ratification and Review***

This policy was adopted by the Board of Management on 2<sup>nd</sup> February 2022 and was reviewed on 19<sup>th</sup> April 2023. The policy has been made available to school personnel, published on the school website and provided to the Parent's Association.

Signed  \_\_\_\_\_

**Date: 19/04/2023**

**Chairperson, Board of Management**

Signed  \_\_\_\_\_

**Date: 19/04/2023**

**School Principal**