

Scoil Íosagáin

Supervision Policy

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Introduction

This policy was formulated in March 2018 following the Child Safeguarding Risk Assessment carried out by the Board of Management and Staff of Scoil Íosagáin in order to update existing supervision procedures in the school. 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) and Section 23(2) of the Education Act oblige 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 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 on arrival into school in the mornings, during break times, 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

- As it is mandatory for teachers to participate in the supervision scheme as per DES circular 33/2013, all teachers are assigned supervision duties.
- 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.
- It is the policy of the school to supervise pupils within the school building from 9.00am and at all times during regular lunch breaks i.e. 11.00am to 11.10am and 12.30pm to 1.00pm. The school opens its doors to receive pupils at 9.00am. Official supervision is provided by teachers on a rota basis from 9.00am to 9.15am. Parents are requested not to drop pupils to school before 9.00am as they will not be supervised nor permitted into the school building. Teacher on morning duty supervises all classrooms as pupils arrive. Pupils remain seated in their own classroom and prepare books for beginning of class. Teachers assume a duty of care in their own classrooms at 9.15am. Classes commence each day at 9.20am. Classes will end each day at 2.00pm (Infants) and 3.00pm (All other classes). The Board of Management informs parents that the school does not accept responsibility for pupils on school premises outside of these specified times.
- Break time and Lunch break – Pupils remain seated in their classroom for 5 minutes while eating their lunch. Supervising teacher allows pupils out to yard on a class by class basis starting with senior classes.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly (See Code of Behaviour)
- If parents indicate a worry about a particular child on the yard all teachers are informed of the concern so that the particular concerns can be addressed satisfactorily.
- Teacher on yard duty ensures all classes return to their classroom promptly after the bell signals the end of 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
- 2 Special Needs Assistants are on duty during lunch breaks. While these SNAs 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 and/or class teacher. The schools anti-bullying/code of behaviour policies cover incidents of bullying/misbehaviour.

- Children with injuries/complaints are dealt with directly by the teacher and/or SNA on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard
- When a child requests to go indoors to use the toilet at break/lunch they must seek permission from the teacher on duty. The teacher will issue child with green toilet pass.

Note: Infants–2nd Class Pupils use Infant room toilets only.

Enter school by Infants exit door for yard.

3rd – 6th Class Pupils use 5th/6th Class toilets only. Enter school by 1st class exit door.

Toilet pass to be returned to teacher in the yard without delay.

Only 3 passes will be issued at any one time.

- Otherwise, access to the school from the yard is not permitted by pupils during break times.
- First Aid boxes are kept in the office and the Accident/Incident Report book is kept in the Staffroom as a matter of procedure (See First Aid Policy). All accidents where there is injury involved should be noted in the Incident Report Book by the teacher/SNA on supervision duty or by the relevant class teacher. One Accident/Incident Report book covers all children in the school. The supervising teacher carries the Accident/Incident Report book with them during supervision. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- List of Medical requirements/allergies of relevant pupils is displayed in the staffroom.
- At dismissal time in the evening, teachers supervise pupils walking from their classroom to the bus waiting area. Pupils are regularly reminded to walk in an orderly fashion to the bus car park and when approaching the school buses. No supervision is provided outside the school gate.
- If children remain uncollected after 3.00pm, the school will ensure that a duty of care is provided, the parent will be contacted and a staff member will remain with the child until a parent/guardian collects their child.
- At all other times each teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should never leave their classroom unsupervised. If a teacher has to unavoidably leave the class during class time, the door is left open, the teacher next door is notified of the brief absence and supervises until he/she returns.
- Children who are withdrawn from their mainstream classroom for Support Teaching should be collected at the classroom door by the relevant teacher.

Special Provisions

a) Out of school activities such as games, swimming, school tours etc. 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. The level of supervision required is assessed prior to the activity.

b) Changing for Games/ PE/ Swimming/Christmas Concert/Halloween Hooley/Matches:

Pupils will be expected to dress and undress themselves for all the above. Where assistance is needed with changing for games/ PE/swimming/ Christmas concert/Halloween Hooley/matches etc this will be done in the communal areas and with the consent of parents. Consent will be sought for all new entrants on the enrolment form. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the child.

At all times there must be adequate supervision of pupils.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to principal and parents.

c) Accidents/emergencies occurring away from school grounds (school matches, school tours etc):

- In the event of a serious injury, the teacher will first contact the emergency services and then the school. A teacher, assigned by rota (person on first yard duty/morning duty) or member of the SEN team, will then be sent to the venue to accompany the remaining children back to school.
- The school will notify parents of the injured child.
- The teacher present will accompany the injured child to the hospital.
- In the meantime, if the teacher present has to leave the venue before the designated teacher arrives, the GAA coach/SNA will supervise the remaining children in the interim.
- In so far as is possible, 2 adults will attend all matches.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to principal and parents.

- d) 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 outside of class time.
- e) On wet days children remain in their classes under the normal supervision Rota. Teachers ensure pupils remain seated and appropriate activities are arranged.
- f) The school Health and Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- g) From time to time as appropriate guests may be invited by individual teachers or by the school to speak to a class/classes or parents as a particular area or topic is being covered. These may include:
 - Garda Síochána
 - Doctor/Nurse
 - Dentist
 - Fireman
 - Vet
 - Dietician
 - County Council-Green Flag Representative
 - Drugs/ Alcohol Garda Unit

Parents will be notified of guest visits in advance when deemed necessary. Teachers will discuss content of presentations with the facilitator prior to any visit and brief them if required. They will also remain with their class for the duration of any presentations.

- h) Parents may request that their children be allowed leave during the school day due to health commitments/appointments. Notes informing teachers of leave during the day is requested in the Homework Journal unless an emergency.

Sign in/Sign out Book

Parents are requested to sign in/sign out their child for late arrivals ie. More than 10 minutes late, or if pupils leave the school early during the school day ie. more than 10 minutes early. This sign in/sign out book will be located in the main entrance hall.

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 will be in operation from May 2018 following ratification by the Board of Management

Ratification

This policy was ratified by the Board of Management of Scoil Íosagáin in May 2018

Signed P. J. Harrington
Chairperson, Board of Management

Date 22nd May 2018.

Signed Alma O'Leary
Principal

Date 22nd May 2018.