

Supervision Policy

Scoil Náisiunta Cill Richill
Kilrickle N.S.
Roll No: 16293H



Introduction

This policy was formulated in June 2018. It applies to all staff and children during school hours and break time.

Rationale

The rules for National Schools 121(4) and 124(1) 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.

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 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 and 12.30pm. 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 and this Rota is displayed on the staff room noticeboard.
- 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.
- The Special Needs Assistants are on duty during breaks. While the 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. 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 arrives.
- At all other times, each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the afternoon, each teacher walks their class outside to the front 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 Special Education Teaching should be collected at the classroom door by the relevant teacher.

Special Provisions

- Out of school activities such as matches, swimming, tours, etc. are covered by the School Outings Policy and Swimming Policy. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover.
- On wet days children remain in their classes under the normal supervision Rota.
- The teacher on duty supervises on the corridor.
- When visiting teachers such as Cumann na mBunscol trainers take over a class, teachers maintain a presence.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Implementation

This policy has been in operation since 29.06.2020 when it was ratified by the Board of Management. It was reviewed by the Board of Management on 29.06.2022

Signed: 