



**Supervision Policy**  
**Reviewed December 2019**  
**Reviewed October 2020**  
**Reviewed December 2021**

### **Introduction**

This policy was originally formulated in 2011, redrafted in 2012 and updated in 2015 and again in February 2018 **and November 2019, October 2020 and December 2021 in light of COVID 19**. 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) 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 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 behavioral patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

### **School Procedures**

**Please see footnotes for any changes which may occur during the COVID 19 pandemic**

- All teachers are now obliged to partake in some supervision duties.
- It is the policy of the school to supervise the school yard (or classrooms) during regular lunch breaks i.e. 10.50am to 11.00am, 12.30pm to 1.00pm. Teachers assume a duty of care at 8.40am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.40am<sup>1</sup>
- A Rota for supervision is drawn up at the beginning of every academic year 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

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<sup>1</sup> Please note that there are staggered break times in operation during the pandemic. First break 10.15-10.35/10.40-11.00 2<sup>nd</sup> break 12.15-12.35/12.40-1.00 This includes time for eating of lunches. Morning drop offs can occur any time between 8.40-9.00am. Teachers and SNAs will make use of additional ‘Croke Park’ hours to ensure supervision occurs before the official start time of 8.50am

- 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.
- From September 2019, following consultation with staff, and based on discussion with many parents who said that their children ate very little lunch due to insufficient time, the following adjustment to supervision arrangements took place: At 12.30 the lunch bell rings. All children (and teachers) drop everything and eat. A second bell rings at 12.40 which signifies that it is time to go on yard (if weather is appropriate). Classes are, where possible and practicable, supervised by at least one adult (SNA) or yard duty teacher (see yard rota) during these 10 minutes.<sup>2</sup> In instances where an SNA is not available in a particular class the teacher on yard duty maintains a continuous walk around of the classrooms in their rota. Efforts are also made to open internal access doors between classrooms to allow for easy movement of the teacher on duty between rooms.
- If a teacher is absent and a substitute teacher has been employed the substitute teacher is expected to engage in supervision duties and sign the yard duty book at the end of the day.
- If a teacher is unexpectedly absent with no substitute a volunteer colleague will assume his/her duties in a reciprocal arrangement.
- We have SNAs on staff who will (in most instances) be on yard during all break times. 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.
- 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. It is the policy of our school to report all incidents of head injuries to parents.
- At all other times each teacher is responsible for the supervision of all children under their care.
- In the mornings children assemble in the front yard in their lines or in adverse weather conditions, they assemble in the main hall. Adult supervision is provided by SNAs. At least 1 SNA will be present from 8.40am onwards and if an incident occurs they will draw it to the immediate attention of a class teacher and/or the Principal or Deputy Principal (or relevant teacher).<sup>3</sup>
- At dismissal time in the evening each class teacher will supervise their class as they exit out of the school, to see children safely off the premises. No supervision is provided outside the school gate.<sup>4</sup>

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<sup>2</sup> Class teachers will use their professional discretion to decide when 10minutes will be allocated to eating under the COVID 19 changes

<sup>3</sup> For as long as the DES wishes us to carry out COVID 19 arrangements the following will occur: In the morning children come directly into their classroom any time between 8.40am and 9.00am. Class teachers are involved in classroom supervision until 9am. SNAs and SET team members will be available to assist children in making their way to the correct entrance door and sanitation station. Please see our COVID 19 Response plan for further information

<sup>4</sup> Again, for as long as the DES deems fit we will be altering our dismissal arrangements to the following: classes exit at staggered times and through different doors (see COVID Response plan for further details). A one way system for collections and drop offs is in operation. Children will be supervised inside the school grounds only. If children are walking/cycling home or making their way to parents parked in the church car park, the BOM does not accept any responsibility for any accidents/incidents that occur once they exit the school gate.

- Unless unavoidable, teachers should never leave their classroom unsupervised. In absolutely extreme circumstances teachers upstairs can leave the door open between the rooms, downstairs teachers are requested to inform the Principal and/or secretary if they urgently need to leave their room.
- Children who are withdrawn from their mainstream classroom for Special Education Teaching or Language Support should be collected at the classroom door by the relevant teacher.

### Special Provisions

(see footnotes for any changes due to COVID 19)

- a) Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure that supervision measures are put in place. <sup>5</sup>
- b) 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 in advance.
- c) On wet days children remain in their classes under the normal supervision Rota.
- d) In all classrooms in this school, toilet facilities are available in class with the exception of the library/music room where toilets are available in the adjoining room. Downstairs, a clear glass panel allows easy viewing for supervision purposes, generally one child at a time will use the facilities. Upstairs the toilets are separate and children are only permitted to enter one at a time.
- e) 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
- f) 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 termly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

### Implementation

This policy has been in operation since 2011 when it was ratified by the Board of Management at a meeting held in December 2019, it was reviewed again in October 2020 and December 2021 and was ratified at a BOM meeting.

<b>Roles and Responsibility:</b>	
The Principal will have overall responsibility for ensuring that all teachers carry out their supervision duties.	
<b>Timeframe for Implementation:</b>	
Ongoing	
<b>Timeframe for Reviewing:</b>	In 2022

<sup>5</sup> Any out of school activities will only take place if it safe to do so following Departmental advice

**Ratification and Communication:**

This policy was re-drafted and ratified on December 5<sup>th</sup> 2019, it was reviewed again in October 2020 and ratified on December 1<sup>st</sup> 2021.

Signed: *Joan Murphy*

Chairperson

Date: *01.12.2021*

**References**

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