

Supervision Policy

Introduction

This policy was originally formulated in April 2012 redrafted in Nov 2014 and updated in Jan 2017. It has been updated in Sept 2020. It applies to all staff and children during school hours, break times, and on all school related activities.

Rationale

Our aim is to provide a safe place for all children in our care to learn and play. As teachers we accept the duty of care which devolves to us. In Streamstown National School we make every effort to ensure that the children given into our care are adequately supervised

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. This policy has been updated in response to our risk assessment and Response plan for our safe return to school in Sept 2020.

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:

Assembly:

The school gate opens at 8:45am for children in 5th and 6th class and their siblings, children who go on the bus and children who go to Giggles after-school care(Group A) The Board of Management informs parents that the school does not accept responsibility for pupils dropped off before 8:45am. 3rd and 4th class and their siblings(Group B) will enter the school between 8:55am and 9:05 am. The children will go directly to their classrooms. Members of staff will supervise the children coming in.

Collection/Dismissal:

The class teacher is responsible for seeing the pupils off the premises each evening after the bell rings at 1:40pm. There will be staggered times for group a and group A will leave at 2:30 and group B will leave at 2:50pm. Children will wait at designated blue dots on the wall. It is the responsibility of parents/guardians to make arrangements for the collection of their children at home time. Parents/guardians must collect their child at the gate and be conscious of social distancing at all times. Streamstown National School does not accept responsibility for pupils after this time.

Lunchtime Supervision:

Morning Break:

Morning break begins at 10:30am and lasts for 10 mins for 3rd-6th class. Class teachers will supervise the yard. 10:40-10:50am for junior infants-2nd. Teachers must ensure that all children have gone outside before they leave their rooms. No child may enter the building without permission from the teacher on the yard. Each teacher collects his/her class from the yard once the bell rings. Each class lines up at the designated spot in each area.

Lunch Break:

3rd-6th class will have a yard break from 12:05pm until 12:25 p.m. The class teacher and an SNA will supervise the classes. Infants-2nd will go out at 12:25pm. One teacher will do inside supervision from 12:15-12:25pm before the children go outside. Each teacher collects his/her class once the bell rings. No child may enter the building without permission from a teacher. No child may leave the school grounds during lunchtime without permission.

Classroom:

The children are supervised at all times by the class teacher. If a teacher is absent from the room for a short period, the SEN teacher will supervise until he/she returns. The learning support/resource teacher will supervise a class to allow the teacher on yard duty to have some lunch from 12:05-12:15pm. It is school policy to request parents to make appointments to speak to the teacher on the phone out of class time.

Wet Days:

On wet days children remain in their classrooms. A teacher on duty will patrol the classrooms. Children will be allowed to watch a suitable movie. All children will have small lunch from 10:40-10:50am and lunch from 12:15-12:45 pm. The teacher on yard ensures that the children are seated at all times. The necessary steps will be taken to ensure the safety of the children.

School Tours:

Taking into account the age and interest of the children and the curriculum being covered, School Tours will be arranged by the school at various times to present the children with opportunities to further their education in a different environment. Special attention will be paid to: road safety, behavior on the bus, risks posed by particular venues (playgrounds or adventure centres) and other child protection issues. School Tours will be reviewed in relation to Covid-19.

Football/Hurling/matches:

During the year children will be involved in sports activities/matches. This is a school activity and teachers will be extra vigilant when taking children out of school. In line with our child protection policy, no teacher will take children in their own cars to a match. Special attention will be paid to; Road safety, behaviour on the bus, risks posed by particular venues and injuries requiring First Aid. A female teacher will go into changing room/male with boys.

Visiting speakers/teachers:

When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to remain in the classroom. Neither SNA'S nor pupils are left in sole charge of a class. All visiting teachers must wear a mask, hand sanitize and fill in a fitness to teach form and a contact tracing form.

Temporary Withdrawal:

On occasion, children will be withdrawn from the school. It is the responsibility of the parent to collect the child from the school. Parents are asked to notify the class teacher

or the school by phone call or email if they intend taking a child out of school. Parents should call the school and the child will be escorted to the gate. Parents may not collect their child from the classroom.

Learning support and resource teaching:

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. If a child is attending learning support/resource on his/her own the teacher will leave the door open at all times.

Swimming:

The teachers bring the children and supervise them on the bus. Teachers will supervise the changing rooms at all times. During tuition the teachers will observe the children from the viewing area.

School Practices:

- 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 and in the classrooms.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off before 8:45am. Parents are informed in the newsletters regularly.
- Children are taught and reminded on an ongoing basis about road safety and safe routines regarding arriving and leaving school.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly. Reminders about social distancing and hand-washing are done on a daily basis in each room.
- 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 Special Needs Assistant is on duty during lunch breaks. While the Assistant 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. If the injury needs attention the teacher on yard will send the child to the staffroom and a teacher will deal with the injury.
- If a child is sick, they should stay at home. No child will be allowed to stay inside unsupervised at lunchtime if they are sick.
- All staff have a bum-bag with plasters, masks, gloves and wipes to deal with minor injuries on the yard.
- 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. The child will be sent to the isolation room. Supervision will take place through a glass window. All the necessary procedures will be followed in relation to a suspected case of Covid-19(see response plan)

- If children remain uncollected after 1:40/2:40pm, 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 evening the Principal or Deputy Principal supervises the outside of the school, along the side and down the avenue, to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised. 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
- Ensuring the necessary procedures are followed in relation to the risk assessment and Response plan on Covid-19

Implementation

This policy was reviewed by the Board of Management in November 2020

It was ratified by the Board of Management on _____

Signed: _____ Signed: _____

Chairperson of the Board of Management Principal

Date: _____ **Date:** _____

References

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