



CUSHINSTOWN
NATIONAL SCHOOL

Supervision Policy

Updated August 2021

Introduction

This policy was updated in May 2017 and again August 2021. 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 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 behavioural patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.
- To communicate that the supervision of children during the school day is a collective responsibility of all teaching staff and SNA's who will work together collaboratively in ensuring a safe and child-friendly school environment.

School Procedures

- All teachers/staff 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. Junior Breaks 11.00am to 11.10am, 12.20pm to 12.50pm and Senior Breaks 11.10-11.20am and 1.00-1.30pm. Teachers assume a duty of care at 9.10am when they open their door to allow the children to enter their classroom through their designated entrance into the school and classroom. Formal teaching may begin at 9.20am 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 in consultation with Principal/staff the day before school starts. This Rota is displayed on the staffroom noticeboard and in teachers classrooms.
- 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/leave 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. A team based and collaborative approach should be adopted in this instance.
- Teachers and SNA's should circulate the yard and/or grass area to monitor the children and intervene if there are incidents of misbehaviour.
- At least one Special Needs Assistant is 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. A child may be brought to the staff room if the teacher on yard deems it necessary to do so. The class teacher should be informed by the teacher on yard supervision of the incident. Teachers follow the procedure that is detailed in the Incident Book (See Appendix 1) Should a child have a serious injury on yard the teacher should ring/send for the Principal or inform the school office immediately and seek assistance.
- First Aid kits are available for teachers while on yard and in the cupboard in the staffroom and an Accident Report book is available in the hall outside the principal's office. These 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.
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.
- At all other times each teacher is responsible for the supervision of all children under their care.
- *The Principal and/or another teacher supervise the arrival of children from 9.10am each day.*
- At dismissal time in the evening the teachers will escort the children to the school gate where the designated teacher will supervise the outside of the school, to see children safely off the premises. This teacher will contact parents and remain with the children until they are collected. No supervision is provided outside the school gate.

- Unless unavoidable, teachers should never leave their classroom unsupervised. If the class teacher needs to leave the room for any reason the class teacher needs to inform another staff member or a class teacher in a neighbouring room to inform another staff member or a class teacher in the neighbouring room to monitor the children during that time.
- 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.

Special Provisions

- a) 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. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- 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.
- c) On non-yard days children remain in their classes under the normal supervision Rota. Children from senior classes may assist with the junior classes. (This does not occur during Covid Restrictions)
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school teacher must maintain a presence.
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- f) Parents may request that their children be allowed leave during the school day due to health commitments etc. The parent can ring ahead to the school office to make the teacher aware of the child's departure. The child can be signed out at the main entrance to the school.

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 2017 and was reviewed and updated in August 2021 when it was ratified by the school manager Mr. Pat Goff.

Signed:

References

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

Appendix 1

Procedure to follow if a child is injured on yard

1. If a child is injured seriously a teacher/SNA will escort them off the yard and inform the class teacher of the injury. The parents will be contacted by the school secretary.
2. Another child can accompany the teacher if the child needs to be cleaned. First aid supplies are in the cupboard in the staffroom. Gloves should always be used when tending to injuries.
3. If a child is marked on the face or gets a bang to the head the parents need to be contacted. Always ask the child if they are injured anywhere else, as they may have another injury that you cannot see.
4. Parents can be told that their child seems fine if they have banged their head but that they may come and check on the child if they wish.
5. In some cases if the injury is serious enough, you need to tell the parents to collect the child immediately.
6. If you need a second opinion please ask the Principal or Deputy Principal.
7. The class teacher may follow up with the school secretary to ensure that the parents have been contacted. If the secretary is on her break please phone the principal to make the call.
8. When the parents collect the child they may be signed out from the main entrance in the sign out folder.
9. If a child has sustained an injury an incident report needs to be entered in the Accident Report book which is kept in the corridor outside the principal's office. Details should include:
 - Name
 - Class
 - Factual description of the incident
 - Nature of the injury
 - Name of person who collected the child.
 - Name of adult who looked after the child and dealt with the incident
10. If the teacher on yard supervision dealt with the incident they should fill out the report in the Accident Report book. An incident book may also be used to record incidents that have occurred while on yard supervision.
11. If the class teacher subsequently decides after break that the child needs to go home they should then fill in the accident report.
12. If a child has sustained an injury the principal should be alerted immediately and a follow up call should be made to the parents if deemed necessary to check in on the child's progress.
13. If there are any Health and Safety concerns as a result of the injury/incident a note can be placed in the staffroom on the noticeboard for the attention of the caretaker or communication to the Health and Safety Rep. to alert them in order to avoid a recurrence.