



John Scottus Primary School Old Conna

Supervision Policy

Introduction

This policy applies to all staff of John Scottus Primary School Old Conna and all pupils in the school 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 an 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.

School Procedures

The school does not accept responsibility for pupils dropped off earlier than 8.00 am. The school is opened for the reception of pupils at 8.00am when class teachers assume responsibility for their own class. It is the policy of the school to supervise at all times during school breaks i.e. 9.50 /10.00 to 10.30/10.40 am and 12.00pm to 1.00pm. in the classrooms, dining room (senior primary) and in the school yard.

The Principal draws up a rota for supervision and this rota is displayed on the staff room notice board. Expected behaviour in the school yard is 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. All teachers are asked to be punctual after breaks.

Children must request to use the toilet from the teacher on duty.

Unless unavoidable, teachers should never leave their classroom unsupervised.

The teacher on supervision duty will inform the class teacher or any incident or injury relating to children in their class.

All supervision volunteers will be garda vetted. Supervision volunteers can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.

The school's antibullying/discipline policy covers incidents of misbehaviour. Children with injuries/complaints are dealt with directly by the teacher on yard duty. A first aid kit is available and all minor incidents are dealt with in the yard. In the event of a more serious incident – the supervising teacher brings the injured child into the school, informs the Principal and parents are notified. During this time another teacher assumes supervision duties in the classrooms/yard. First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy).

If children remain uncollected after 2.30 pm the school always ensures that a duty of care is provided until a parent/guardian calls.

Special Provisions

On out of school activities such as 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.

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.

On extremely wet days children remain in their classes under the normal supervision rota. Under no circumstances are children allowed to run around in classrooms at break times.

The school Safety Statement lists all hazards on the schoolyard and this document is available to all supervisors.

Parents may request that their children be allowed leave during the school day due to appointments, etc. Parents are asked to inform the class teacher by email. Children must be collected in the classroom.

If a child has to stay in the school building at break time when the other children are outside, the class teacher sends them to wait in front of a window.

However, groups of children may not remain inside the classroom unsupervised during playtime.

Guidelines for Supervision

- Continuous walking through the play areas
- Record all incidents of misbehaviour etc. in Behaviour Monitoring Log on the day of the incident.
- Record all accidents in the Accident Book (located in the staff room) on the day of the accident.
- If the teacher needs to leave the play area If a child is injured during break time, the supervising teacher brings the child to another teacher and returns to supervision immediately.
- Be on the lookout for rough play, games etc. that have the potential for injury. Prohibit those games and alert all the other teachers.
- Report any potentially hazardous area, item etc. to the principal.
- Confiscate items from pupils that could be used to cause injury. These may be returned at the end of the school day if the teacher is satisfied that the item(s) is/are unlikely to be used to cause injury at this time. However, if in doubt, consult with the principal.

- Children should be kept in their respective play areas. Teachers should use their discretion when, for example, older pupils are playing with younger pupils in a way that is not likely to cause injury.
- Teachers accompany their own classes to their room immediately after the breaks – ask another teacher to take responsibility if unavoidably delayed.
- Refrain from using their phone or computer during this time or engaging in any other activity that might distract from supervision duties.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organized and safe out of school activities
- Reinforcing school ethos and expected behaviours termly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Ratification and Review

This policy was ratified by the Board of Management in 2022. It will be reviewed in the event of incidents or annually.