St. Colmcille's Senior National School

Supervision Policy

Introduction

This policy applies to all staff and children during school hours, break times and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

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.

The duty of care to pupils applies not only in school but also, on school tours and on other occasions when the children are in the care of a teacher.

Careful supervision is always undertaken during the school day. This includes the pupils' arrival at the school, from 8.40 a.m. at the start of the day and their dismissal from the school at 2.40pm.

All members of the school community are made aware that no arrangement exists for the supervision of pupils who arrive at the school before 8.40 a.m. or who remain in the vicinity of the school after school hours.

All coaches / visiting instructors will be required to have their own Public Liability Insurance and Garda Vetting.

Aims and Objectives

To develop a framework that effectively ensures, as far is practical, the safety of children while at school, 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.

Breaks are staggered: All pupils are on yard for the first 15-minute break and due to limited space are not allowed football during this time.

To accommodate the playing of football and other ball sports, handball, basketball and throwing and catching games, the second 25-minute break is staggered. 5th and 6th Classes sharing the yard, followed by 3rd and 4th Classes.

All teachers and S.N.A.'s engage in supervision duties.

The Board of Management informs parents each year that the school does not take responsibility for supervision of pupils before and after school.

It is the policy of the school that the yard is supervised from 8:40 a.m. each morning and at all scheduled break times.

It is the policy of the school that teachers accompany the pupils to the school gate at the end of the school day.

A rota for supervision is drawn up by a post holder in consultation with the principal and staff. This rota is clearly displayed on the staff room notice board and distributed to all teachers.

Rules of the school yard are reviewed and revised with staff and pupils.

Current Rules:

All children from 3rd to 6th Class have a yard break at 11a.m for 15 minutes. No balls are allowed on the yard for this break.

5th and 6th Classes have a yard break at 12.35 a.m. for 25 minutes. Balls are allowed on the yard during this break.

3rd and 4th Classes have a yard break at 1.05pm for 25 minutes. Balls are allowed on the yard during this break.

Children are asked not to leave the yard without permission from a supervising member of staff.

Children are encouraged to use the toilets before break times but when necessary, a child can ask permission to use the yard toilet (on the 4th class corridor) and report back to the staff member, on their return.

Children are asked to always stay in sight of the supervising staff. If a ball needs retrieving from the school next door or the ditches, they must let a teacher know before retrieving it.

Children can eat on yard but are asked not to bring any packaging or drinks with them.

Toys can be brought on yard if the class teacher deems them safe.

When the bell rings, children are asked to line up in their assigned rows and wait for their teacher before re-entering the classrooms.

Teachers taking a course day should swap supervision duties with a willing colleague. If a teacher is unexpectedly absent, the post holder (Maeve Briody or if absent, Louise Carey) is responsible for the yard rota and will organise a replacement teacher.

Special needs assistants are on the yard before school and during break times. While the special needs assistants provide individual supervision for designated special needs children they also act in an observing and reporting capacity, bringing concerns to the attention of the teacher on yard duty.

The teacher on duty will inform the class teacher of any serious incidents, concerns or injuries, relating to children in their class.

Injuries / complaints will be dealt with directly by the teachers on yard duty.

Serious injuries that cannot be dealt with by the teacher on yard, will be brought to the office and dealt with by the first aid officers, our secretary Claire Farrell or our S.N.A. Maggie Morgan or if necessary, the principal.

The Accident Report Book is kept in the office. Any significant injuries or accident reports will be written up by the teacher on duty who dealt with the pupil(s) and the class teacher(s) will be informed.

At all times, each supervising teacher is responsible for the supervision of all children under their care.

If children remain uncollected after 2.40 pm, the school ensures that supervision is provided until a parent /guardian is contacted. After one hour if a parent /guardian cannot be contacted and emergency contacts cannot be reached, the Gardai will be called.

Teachers should not leave their classroom unsupervised. If unavoidable, the teacher is asked to let the teacher next door know. Doors can be left open and supervised by that teacher until the teacher returns or is replaced.

Children who are withdrawn from their mainstream classroom for support should be collected at the classroom door by the relevant S.E.T. teacher and supervised on return.

Special Provisions

Activities off site, such as swimming, matches and tours.

Any off-site activity is always supervised by more than one adult (teacher, S.N.A, principal). Where possible, the level of supervision is no less than one adult per 15 children.

Meeting with parents / other agencies.

If a teacher is called from his/her classroom for a scheduled/unscheduled meeting, another member of staff will supervise until his/her return.

Wet days.

On wet days children will be supervised in their classes. The normal supervision rota will apply. The teachers on duty will walk between the classrooms. S.N. A.'s will remain / go between the children with special needs they are assigned to.

Visiting teachers.

When visiting teachers or sports coaches take over the teaching/instructing of a class the mainstream teacher is required to be present.

It is a requirement that all children needing to leave the school grounds during the school day, must be signed out by an appropriate adult. This adult will accompany the pupil off the premises.

Organisation of Breaks

3rd to 6th have a yard break at 11a.m for 15 minutes.

5th and 6th Classes have a yard break at 12.35 a.m. for 25 minutes.

3rd and 4th Classes have a yard break at 1.05pm for 25 minutes.

Soft-Play Area is time-tabled, pupils are not permitted to play in the soft play area unless supervised by a teacher. This is clearly communicated to all pupils.

The outdoor rings board is time tabled. Teachers on yard will visit this area frequently.

Good practice for Teachers / S.N. A.'s supervising in St. Colmcille's S.N.S

Continuous walking around the yard.

Serious incidents of misbehaviour are to be recorded in the incident book on the day of the incident and reported to the relevant teacher(s).

Accidents that require recording will be noted in the accident book in the office, on the day of the accident and reported to the relevant teacher.

Teachers are encouraged to look out for positive interactions between children, games being played in a fair manner and any other behaviours that can be positively commented on to the child / children by the teacher.

Be on the lookout for rough play games that have the potential for injury, discourage these games and alert all the other teachers.

Report any potentially hazardous areas, items etc to the caretaker / principal.

Confiscate items from pupils that are not suitable for playing with on yard.

Success criteria and review

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

Signed: Marie Lynn Date: 30/04/'25

Chairperson of Board of Management