



# Supervision and Yard policy

## ***Introduction:***

This policy was originally formulated in the early 2000's and is reviewed by staff every three years or more frequently as the need arises. This review was carried out during the 2024/2025 school year. It applies to all staff and children during school hours, break times and while at 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 and Safety and Welfare at Work Act and recent Court judgements have placed a 'duty of care' and accountability on schools that must be underpinned by a policy covering all possible eventualities.

## ***Aims and objectives:***

To develop a framework that effectively ensures, as far as is practical, 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:***

#### **Morning time-**

- Supervision begins at 8.40am. The yard will be supervised by teachers and SNA's. From this time, the children may enter the yard and proceed to their designated line. However, if they have a scooter/bicycle, these are placed in the relevant rack first. For safety purposes we do not allow play at this time, children must remain in their line.
- Children must dismount from bikes /scooters before entering the school grounds.
- Dogs are not permitted on school grounds.
- Bell rings at 8.50am. Children should line up quietly and wait for their teacher to collect them.
- It is each teacher's responsibility to bring their own class in each morning.

#### **Break time-**

- **First break:** Junior infants- 2<sup>nd</sup> class 10.15am to 10.30am  
3<sup>rd</sup>-6<sup>th</sup> class- 10.35a.m-10.50a.m
- **Second break:** Junior infants- 2<sup>nd</sup> class 12.05pm-12.30pm  
3<sup>rd</sup>-6<sup>th</sup> class- 12.35pm-1.00pm

#### **Before/after yard time:**

- Children should use the bathroom before going to the yard.
- Children will be given five minutes to start their lunch before going out for first break. The remainder of food should be finished in the yard. Lunch provided from home should be suitable for outdoor consumption and never contain choking hazards such as whole grapes or popcorn.
- Children proceed to the yard quietly through designated doors.

- Second lunch (hot meals) will be delivered to classrooms for children to eat on their return from second yard. Leftovers and rubbish should be brought home in the box supplied.

#### **Yard supervision:**

- Junior supervising teachers must bring out the bell, first aid box and incident report book.
- Senior supervising teachers must take in the bell, first aid box and incident report book.
- Two teachers act as yard supervisors (assisted by SNA's as required)
- The yard roster is organized by the Deputy Principal, a copy given to each teacher and a copy displayed on the staff room door. Teachers should organise to swap their day for known absences.
- When two teachers supervise, each covers a specific area of the yard, as agreed between them.
- Supervising Teachers remain vigilant and observant at all times.
- Staff are not permitted to use mobile phones during yard duty.
- Supervising Teachers will encourage active play and exercise.
- If it begins to rain during yard time, supervising teachers will ring the bell and the children will walk to their line. The children will return to their classrooms and sit quietly for the duration of break under the supervision of yard duty staff.
- Special needs assistants supervise the children with additional needs in the yard, paying particular attention to those children that may be flight risks.
- Children must provide a note signed by parents/guardians if they are unable to go to yard. They will sit at reception for the duration of yard.

### **Yard reminders for pupils:**

- Be as active as possible during yard time.
- Remember good behaviour towards each other.
- Help to make sure that nobody is excluded.
- Play only in designated areas. Playhouse area will be timetabled.
- Never litter, always dispose of rubbish in the bins provided.
- Follow instructions given by supervising staff
- Out of bounds:
  - Staff car park
  - Sides and front of school

The following is not permitted during yard time:

- Climbing on railings or pulling on basketball posts.
- Using grass areas during wet periods
- Standing on window-sills/flowerbeds
- Rough play.
- Cartwheels, gymnastics or lifting other children.
- Removal of shoes.
- Be careful not to bump into anyone else.
- If you have an accident, please report this to the supervising teacher and you will be treated on the yard by one of the supervising teachers or SNA's.
- Major incidents will be recorded by teachers on yard duty in the incident report book. Class teacher will be informed.
- No child should need to go inside at yard time. Should a child need to use the toilet urgently, they must get permission from a teacher on duty, be accompanied into the school by a member of staff (usually an SNA) and report back to the teacher on their return.

### **Yard buddies:**

In keeping with our SSE school improvement plan focus: **Wellbeing in education: Key area 4- Relationships & Partnerships: Student Voice**, yard buddies will take place on the first Friday of every month. Class teachers will assign a buddy to each younger child. Buddies will be encouraged to play, create games and look after their younger charge. Classes will be buddied up as follows:

Junior infants/3<sup>rd</sup> class

Senior infants/4<sup>th</sup> class

1<sup>st</sup> class/5<sup>th</sup> class

2<sup>nd</sup> class/6<sup>th</sup> class

### **End of yard:**

- The teacher on yard duty will ring the bell to signal the end of yard time. Children should freeze when the bell rings. On the second bell, children will walk to their line and line up in single file.
- Supervising teachers remain on duty until all teachers have come out.
- Each teacher is responsible for bringing in their own class.
- Supervising teachers have their own lunch after yard time. Classes are supervised by teacher opposite their class. Or in the case of the infant classes, by support staff.

### **Wet days:**

- Children MUST remain seated in the classroom playing educational games or watching educational material.
- Supervision of classes as per Yard Roster.

**School related activities:**

For out of school activities such as school tours, swimming, nature walks, sponsored walks, trips across to Howth Celtic and visits to the church, provisions will be put in place to ensure adequate supervision of children.

Teacher/pupil ratio will be at the discretion of the principal, taking the children's age and needs into consideration.

**External visitors, coaches and student teachers:**

When the class is being taught by an external teacher such as a GAA coach or a student teacher the class teacher must always remain with the children.

**Home time:**

Junior and senior infants-

Infant teachers will walk the children in their line to the yard at 1.30p.m. Children will line up on their designated line and teacher will dismiss children one by one to their parent or carer.

1<sup>st</sup>-6<sup>th</sup> classes-

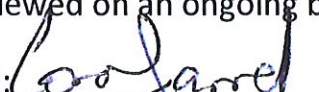
Teachers will walk the children to the yard through their designated door and remain in the yard until all children have been collected or have left.

**Teacher leaving a classroom:**

In the event a teacher needs to leave the classroom for a short period of time i.e to use the bathroom, the class will be supervised by the teacher opposite and both classroom doors will be left open.

For longer absences from the classroom i.e meetings, support staff will be called upon to supervise. Children may not be left unsupervised.

This policy was ratified by the Board of Management on the 16/9/24 It will be reviewed on an ongoing basis and formally reviewed in September 2027.

Signed:  Principal

Date: 16/9/24

Signed:  Chairperson of Board of Management

Date: 16/9/24