

# **SUPERVISION POLICY v 1.4**

## **INTRODUCTION**

This policy was revised in November 2024. It applies to all staff and children during school hours, break times, and on all school related activities.

The Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 obliges teachers to: 'take all reasonable precautions to ensure the safety of pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually or collectively to provide a duty of care at all times towards the pupils in the schools in which they teach, including periods of supervision remains.'

It is mandatory for all teachers to participate in the supervision scheme as part of DES Circular 33/2013.

## **RATIONALE**

In St. Mary's Primary School, every effort is made to ensure that the children in our care are adequately supervised. We acknowledge the duty of care that we have to all our pupils.

## **AIMS**

To develop a framework that effectively:

- Provides a safe and happy environment for children in our care to learn, grow and play.
- Achieves consistency in supervision practices outside of the classroom.
- Complies with relevant legislation and contributes to the effective management of our school.

## **ROLES AND RESPONSIBILITIES**

- The Deputy Principal is responsible for drawing up and updating the Supervision Rotas Yard Supervision and Wet Day Rotas.
- The Rota is made known to each person on it and each person is given a hard copy of the current rota. The relevant rotas are on display in the Staffroom, School Office, Principal's office and two exit doors.
- The Deputy Principal is responsible for assigning a specific inside/outside duty area to each teacher.

- In the event of a planned absence, the person arranges to swap supervision duties. Both Principal and Deputy Principal are informed of the swap and notice is sent to Principal and Deputy Principal via email.
- In the event of an unplanned absence, the Deputy Principal arranges for another person on the rota to supervise.
- The Deputy Principal maintains a daily record of yard rota.

## **SCHOOL PROCEDURES**

### **(i) BEFORE OFFICIAL OPENING TIME**

**Children should not be left unsupervised outside of the School start times or outside of the School grounds. Parents will be reminded that they remain responsible for their children until 8:40am and that in no circumstances should they leave their children unattended on school grounds**

**\*\*Supervision is not provided for pupils outside of that stated below.**

The Board of Management does not accept any responsibility for pupils who arrive before 8.40a.m. Pupils who arrive on site remain the responsibility of their parents until the official start of the school day. The school will open at 8.40a.m. to receive pupils in (Senior School) - 3<sup>rd</sup> class, 4<sup>th</sup> class, 5<sup>th</sup> class and 6<sup>th</sup> class. Pupils line up in allocated class lines (clearly visible class sign cards) and proceed directly to their classroom when called by class level by a staff member. Teachers of Junior and Senior Infants go outside at 8:40 to organize the class lines and bring their class directly to the classroom at 8:45 Entry of classes to school building is staggered to ensure health and safety of all.

The school will open at 8:45 to receive pupils in (Junior school) -Junior infants, Senior Infants, 1<sup>st</sup> class and 2<sup>nd</sup> class. Pupils in Junior School line up in class lines with designated staff member who leads class line into the school building.

### **BREAKTIMES**

It is the responsibility of the Class teacher that all children in his/her class vacate the classroom at break times and enter the yard in an orderly and safe manner. Class teachers must walk with his/her class to the designated yard area and must remain until the nominated person on duty is present on yard. During Break Times, one/two/three/four teachers supervise the yards. Each teacher is assigned to a specific yard as per Supervision Rota. Break times are from 10.50 to 11.05 and 11.10a.m.-11.25 a.m. The second break is 12.15p.m.- 12.40p.m and 12:35 p.m. to 1:00 p.m.

The Yard Rules are revised and reviewed regularly. (Keep hands and feet to yourself. Stay within yard boundaries.) They are well known and discussed often with the children. The teachers on yard duty remain with classes in relevant section of yard until the classes have all been collected by their own teacher and/or support teacher. Classes line up at the end of break in designated areas. Each class is escorted to the classroom by a teacher and SNA as appropriate, who remain very vigilant while escorting children back to class. Teachers stop and check the class lines regularly when moving around the school and when going to and returning from break to ensure pupil safety.

In the event that classes have to be recalled from the yard during breaktimes e.g. sudden downpour, teachers may be asked to return to class to assist with indoor supervision as per wet duty roster.

Teachers on yard duty will partake in active supervision providing a safe environment for all pupils. Teachers will recognise and act on risk quickly, practice focused attention and observation and interact purposefully with pupils to encourage positive behaviour. Hurls/Tennis Racquets/Umbrellas etc belonging to pupils or staff are not to be brought to the yard at breaktimes. Pupils are not permitted to enter the school premises unsupervised at breaktimes.

### **SPECIAL NEEDS ASSISTANTS AND STUDENT TEACHERS**

Special Needs Assistants assist in the supervision of yards at break times. While SNAs provide Individual/small group supervision for designated children with SEN at lunch and break times, they shall act in an observing and reporting capacity, bringing incidents to the attention of the teacher on yard.

In the event that a student teacher or SNA is assigned to a classroom, the student or SNA may not be left in sole charge of a class during breaks or at any time. The student teacher or SNA under the direction and supervision of a teacher, may be requested to supervise a group of pupils.

### **PUPILS WITH ADDITIONAL NEEDS**

Teachers on supervision duties are to be aware that in some instances their duty of care to children with additional needs may be increased as a result of their additional needs requirements.

### **‘FLIGHT RISK’ STUDENTS**

Certain children may be identified as ‘flight risks’. If this arises members of management and staff will conduct a risk assessment identifying all of the dangers involved and quantifying the risk as low, medium or high. An action plan will be drawn up. All staff, as well as the parents, will be fully conversant with these procedures. Staff will not run after a child in ‘flight’, they are advised to follow at a safe distance where possible. Where a child runs into the path of traffic, for example, it will require a judgement call from the teacher as to whether physical restraint/intervention (CPI) is needed. In the event of a child leaving the school the school critical incident procedures will be followed and the school will immediately inform the parents and Garda.

### **END OF SCHOOL-DAY**

Classes end each day at 1:25 pm (infants) and 2:20p.m. (3rd to 6<sup>th</sup> class) 2:25 p.m. (1<sup>st</sup> and 2<sup>nd</sup> class). Teachers strive to ensure an orderly dismissal and that all classrooms are vacated at this time when the end of day bell has sounded. Parents who wish to have their children escorted home should make their own arrangements to have their children met at this time. The person to escort them should be at the school no later than 1.25pm for infants or 2.20p.m (3rd to 6<sup>th</sup> class) or 2:25 p.m. (1<sup>st</sup> and 2<sup>nd</sup>) as the school cannot accept responsibility for the supervision of children after that time. Class teachers escort their class to exit points and remain visible at exit points until all children present in the class have exited the building. In the case of classes that walk down the avenue the class teacher walks with the class down the avenue as far as the front door of the school and ensures that all children exit safely.

Parents/Guardians of Junior and Senior Infants must make the designated adults to collect their child in Junior/Senior Infants known to the school in writing at the commencement of the school year.

### **AFTER-SCHOOL ACTIVITIES**

St. Mary's Primary School provides After-School Activities for groups of pupils. The teacher responsible for an After-School Activity is also responsible for the supervision of those pupils who attend the After-School Activities. Responsibility will not be accepted for siblings who are not participants in the after school activities.

### **WET DAYS**

On wet days, the Wet day Supervision Rota applies. The Deputy Principal makes the decision by 10:45 or 12.10 as to whether pupils are remaining indoors or not and will be announced over intercom. Pupils remain in their classrooms and are expected to remain at their place and on their chair. They are not permitted to walk around the classroom and must seek permission from the duty teacher to leave their classroom to go to communal toilet areas. Class teachers ensure that the pupils are supplied with an activity e.g. game, suitable age-appropriate film/cartoon/book etc. Students are not permitted to use IT devices on wet days as the duty teacher cannot be expected to monitor that students are in compliance with the school's acceptable use policy and carry out their supervision duties effectively.

### **TEACHER ABSENCES**

In the event of a teacher absence, unexpected or E.P.V. day, pupils will be divided among the other classes according to Class Distribution List in the Secretary's office or at the discretion of the Principal/Deputy Principal. In this event, the class teacher to whom the child is reassigned is responsible for the child throughout the school day. Teachers are expected to have appropriate busy packs fully ready for unexpected absences. Short term substitutes will not be asked to do yard supervision. Teachers new to the school will be supported during the initial periods of yard duty.

### **BUS ESCORTS**

Bus Escorts are responsible for the supervision of the children on the bus at all times. Bus Escorts are not permitted to use personal mobile phones while supervising children on the bus. Bus Escorts do not leave the bus to collect or leave children to the child's house.

### **OFF CAMPUS**

- On all Off Campus Activities e.g. field trips, visits, walk to swimming pool/library, school tours etc., separate clear written parental consent is required.
- Parents must ensure that their child(ren) are collected promptly at time indicated on Tour Information issued by Class Teacher.
- Pupils must adhere to the Code of Behaviour while off campus.
- Any and all off campus activities must be discussed and agreed with the principal in advance. (minimum 1 day). Parental consent must be obtained for the activity.
- A teacher's supervision responsibilities remain in place when pupils are not on the school premises. Teachers and SNAs must be very vigilant in providing a duty of care and ensuring the safety of all pupils when off campus.

## **INJURIES AND COMPLAINTS**

Teachers on yard duty deal with complaints and, if of a serious nature, they will be brought to the attention of the class teacher. If a yard incident is brought to the attention of the class teacher, the class teacher must record the incident on Aladdin. An incident report form must be completed, counter signed by a senior member of the Management Team and a copy sent home to parents if a possible physical injury has occurred. A First Aid kit is provided for use in each of the designated yards. The Deputy Principal is responsible for First Aid. Teachers collect the kit at the front/back door on the way to yard.

If a parent is concerned about their child on the yard, this will be brought to the attention of the teachers rostered for duty in that area by the class teacher.

## **VISITING TEACHERS**

Where visiting teachers take over a class e.g. hurling, football, dance, etc. it is the school policy that the class teacher always remains with his/her class. Teachers remain responsible for the supervision of their class during these times.

## **RATIFICATION AND COMMUNICATION**

This policy was completed originally in 2012 and ratified by the Board of Management.

Each teacher will be provided with a copy for his/her files via Teacher shared drive.

## **SUCCESS CRITERIA AND REVIEW**

Ensuring a safe child-friendly school.

School tours and off-site visits are conducted safely.

Yard rules are adhered to.

## **REVIEW**

This policy will be reviewed in the light of unplanned events and every two years.

Reviewed August 2015. Ratified by Board of Management on 7<sup>th</sup> October 2015.

Reviewed September 2019

Ratified by Board of Management at its meeting on 21<sup>st</sup> October 2019.

Reviewed and ratified by the Board of Management at its meeting on 27<sup>th</sup> September 2023

Reviewed and ratified by the Board of Management at its meeting on 3<sup>rd</sup> December 2024

Signed Barbara Anne O'Callaghan 3/12/24

Chairperson of Board of Management

Signed Bernie McWeiff

Secretary of Board of Management