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Kilbrittain N.S.  
Kilbrittain,  
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**Reviewed: March 2023**

## **Supervision Policy**

### **Introduction**

This policy was originally formulated in March 2018. 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.

### **School Procedures**

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00am to 11.10am, 1.00pm to 1.30pm. Teachers assume a duty of care at 9.20am. Parents are informed that the school does not accept responsibility for pupils dropped off earlier than 9.20am
- A Rota for supervision is drawn up by a post holder in consultation with the Principal/staff and this Rota is displayed on the staff room notice board.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly

- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course 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
- Special Needs 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.
- First Aid boxes and Accident Report books are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision. Where teachers suspect that a child is unwell parents are alerted, usually by phone. If there is a head injury parents are alerted.
- If children remain uncollected after 3.10pm, 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.
- At 3.10pm teachers supervise their class as they walk to the exit gate. No supervision is provided outside the school gate.

## **Arrival**

- The School opens to receive pupils at 9.20am each morning.
- Pupils line up with their class on the yard.
- Pupils are supervised on the yard from 9.20am
- The school bell rings at 9.30am. Children are then escorted into their classrooms by their teacher.
- During inclement weather children are admitted into the halla where they line up with their classes.

## **Dismissal**

- Children in Junior Infants and Senior Infants finish school at 2.10pm.
- Junior Infants are escorted down to the church car park by class teacher, SEN Teacher & SNA
- Senior Infants are escorted by class teacher, SNA and exit via the church path.
- After-School providers collect children from the outside Spraoi Early Years
- Classes end each day at 3.10pm for 1st-6th classes.
- Each class teacher escorts her/his class to the designated exit.
- Teachers must walk their class to the bottom of the hill (Past Spraoi EY) and make sure everyone walks to the bus/car upon completion of the school day.

## 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.
- 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 wet days children remain in their classes for small break. For big break classes from 1<sup>st</sup> to 6<sup>th</sup> get 15 mins in the halla on a rotated basis. Junior and Senior Infants remain in their classes. Teachers follow the supervision rota on wet days as they do on any other day.
- d) Parents may request that their children be allowed leave during the school day due to health commitments etc. The parent must sign out their child (and sign back in if necessary) using the sign in/ out book in the office.

## 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 March 2018 when it was ratified by the Board of Management.

Signed: \_\_\_\_\_

Karen O'Donovan (Principal)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Imelda Hurley (Chairperson BoM)

Date; \_\_\_\_\_