

## Policy on Supervision

### Scoil Naomh Colmcille

#### **Introductory Statement**

The policy was formulated by our staff on S.D.P. day – 28<sup>th</sup> April 2003. This policy was revised by all the staff at a Staff Meeting on the 18<sup>th</sup> of October 2017. In light of the increased number of children in the school yard at break times, we now operate two play areas: *Area 1*- Front of the school and *Area 2*- back of the school. We decided to have two teachers supervising at all break times along with our Special Needs Assistants. Mairéad Cusack is charged with the rota.

#### **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 Healthy Safety and Welfare at Work Act and Child Protection have placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

#### **Aims**

- To create a happy and safe environment for the children who attend our school.
- To develop a framework to inform teachers and parents that effectively ensures, as far as is practicable, the safety of children while entering and exiting our school, at play on the yard and while engaged in school related activities.
- Times of supervision are listed and hazards identified for teachers benefit.
- To contribute to effective school management and comply with relevant legislation.

## Content of the Policy

### 1. When is Supervision required?

#### Yard

11.00am-11.10am – Small Lunch Break

1.00pm-1.30pm – Main Lunch Break

#### In Class

- a) Mainstream class teachers are responsible for the children after bell sounds at: 9.20am, 11.10am and 1.30pm.
- b) Learning Support and Resource Teachers are responsible for supervision of pupils **to and from** their rooms.
- c) Teachers who need to leave their rooms unexpectedly should contact the Principal or Deputy Principal to make supervision arrangements.
- d) Junior and Senior Infant Teachers wait with their pupils to be collected at our school door at 2pm. Other teachers supervise and encourage mature behaviour to all pupils when entering and exiting our school at 9.20am and 3.00pm.

#### Before/After School

- The Board of Management informs parents at the beginning of the year that no arrangements exist for the supervision of pupils who arrive in school by bus or otherwise before 9.20am and that a similar situation arises in respect of pupils who remain after school hours awaiting collection.
- As part of the new safe guarding children policy (Child Protection 2015 Act), Parents are asked to refrain from accompanying their child/children onto school grounds outside of the school times (9.20am/2pm-3pm) unless by agreed arrangement.
- If children remain uncollected after 2.00pm/3.00pm or school activities, the school always ensures that a duty of care is provided until a parent/guardian calls.
- The principal or assigned teacher will supervise the pupils exiting the school, towards our gates and to the bus collection point. No supervision is provided outside the school gate.
- Any pupils attending after school club are collected by the coordinators of this club from our school. 2.00pm collection is at our school door and 3.00pm collection is at our school gate.
- On rainy days, pupils are encouraged to take shelter in our assigned sheltered area any part of the day. Our principal and the on duty teachers will supervise this area.

## **2. Play Areas**

We have two assigned play areas in our school. *Area 1*- Front of the school, *Area 2*- Back of the school. *Area 1* is primarily for Junior Infants and First class pupils (Subject to change). *Area 2* is for all other classes. This area is divided into play areas (Appendix 3: see attached map).

Teachers on Duty should be aware of the following hazards:

*(Senior pupils in 5<sup>th</sup> and 6<sup>th</sup> Class are assigned to assist the teacher on duty in Area 1 on a daily basis. Four pupils break.)*

- a) Front of the school gates and walls
- b) Steps and bars around the school
- c) Balls going over the fence/into the field
- d) Too many footballs/basketballs on yard
- e) Play equipment: Boat, Post Office, Goal Posts
- f) Outdoor toilets
- g) Shelter area: Picnic bench, card games etc.

## **3. Yard Rules to minimise risk of accident**

- a) Children must remain in their own play area throughout the break.
- b) Children in *Area 2* must use the outside toilets at all times. Children in *Area 1*: Must seek permission to use the toilets in Senior Infants. (5<sup>th</sup> & 6<sup>th</sup> Class pupils will accompany them to the main door of school) No children are allowed into the school during break times unless permission sought.
- c) No climbing on walls, gates or bars.
- d) Children must inform teacher if ball goes over the fence/wall. Teacher assigns two senior pupils to retrieve the ball. One pupil gets the ball while the other pupil keeps gate to rear field closed.

## **4. Misbehaviour on the Yard/Recording Methods:**

- a) All children are expected to play with due care and respect for others at all times. *(Appendix 1: Yard rules are displayed in all classes)*
- b) All unacceptable behaviour is recorded on the *Misbehaviour/Bullying* template on Aladdin and a hard copy is also kept on file with this policy. *(Appendix 2: See Template attached)*
- c) Our Anti-Bullying and Code of discipline policy elaborates on the strategies and actions to be taken for unacceptable misbehaviour.

## 5. Rota

- a) Two teachers are on duty each day. Each teacher completes 5 duties over two weeks. There is always a “Nurse” teacher on duty too.
- b) Our two Special Needs Assistants are on duty in the yard where the child in their care plays. While these 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 bullying/code of discipline policy covers incidents and misbehaviours.
- c) A Rota for supervision is drawn up by the deputy principal in consultation with principal/staff and this Rota is displayed on the staff room notice board.
- d) Teachers on duty remain with the classes until the class teacher returns from break.
- e) Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is absent on day of duty, one of the next two teachers on the list takes their place.

## 6. Children staying in class during break

Children who have a note from home asking to be kept in / children kept in to complete homework - remain outside the staffroom. The class teacher/s informs all teachers on duty of the situation/request.

## 7. Assembly/ Dismissal / Wet Day Procedures

- a) *Assembly*: After bell sounds, children line up at their class assembly point. The teacher collects their class from this point and supervises their entry to the classroom.
- b) *Dismissal*: When bell sounds, teacher stands at classroom door and supervises their exit into the yard. Pupils entering *Area 1* during lunch periods must wait at the school door for the teacher on duty.
- c) *Wet Days*: On these days all children remain in their classrooms. Teachers should make arrangements for some activities to reduce the risk of misbehaviour. Two senior pupils go to each of the junior classrooms to help the children with their activities. Two teachers on duty. Special Needs Assistants stay in the classrooms.

## 8. Accident Procedures

- a) *Minor Accidents:* Are dealt with by teacher on duty. Normally child will return to play area after treatment or reassurance.
- b) A child who is sick is asked to sit outside the staffroom and is looked after by the *Nurse* on duty at the time. If there is no improvement, parents are contacted.
- c) *Serious Accidents:* Parents are contacted immediately. Parents provide home numbers and three contact numbers on a list updated regularly. These numbers are stored in the classroom and in the office. If attempts to contact parents are unsuccessful, the family doctor is contacted.
- d) Serious accidents are recorded by teacher on duty in an accident report book. A copy of the accident is sent home to the parents. The book is stored in the staffroom.
- e) Other teachers who are not on duty in the yard that day, in which an accident happens, may be called upon to help if the teacher on duty is very busy.
- f) Special Needs Assistants should not be asked to administer First Aid. Their duty is to the child in their care.
- g) First Aid is located in the staffroom. Defibrillator is located outside the school office. (*Health and Safety policy has further details on this section*)

### Special Provisions

- We will always have at least two teachers or one teacher and SNA for out of school activities such as games, swimming and tours etc.
- 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.
- When visiting teachers/coaches (GAA, Tag Rugby) take over a class, the school encourages teachers to maintain a presence.
- Any pupil who has to leave school early for a particular reason has to be signed out in the office by a parent/guardian. Our school secretary will then collect the pupil from the yard/classroom.

**Reviewed and updated by staff members in: October 2017**

**Signed by and on behalf of BOM:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*Mary Daly (Chairperson)*

**Signed by on behalf of Scoil Naomh Colmcille:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
*Frank Kelly (Principal)*

**Next Review Date:** October 2018

## **Appendix 1**

### **Junior Yard Rules**

Pupils are to treat all other pupils with kindness and respect.

Pupils are to be respectful to the teachers and SNA's on duty.

Pupils are not allowed to go into school building without first getting permission from a teacher.

Pupils are not to leave their play area.

Pupils should not bring papers or wrappers out into the yard.

Infant pupils are not allowed to play on the tarmac in *Area 2*.

Pupils who bring out unfinished lunch must sit on the bench.

Pupils must ask permission before they go to the toilet and they must go in pairs.

Senior pupils will accompany those pupils who seek permission for the toilet to the school main door when playing in *Area 1*.

#### **There should be**

No rough play on the yard.

No messing with hats, scarves or coats.

No going up the steps at the back of the prefab.

No climbing or jumping off the boat. (*Area 2*)

No playing/messing with rocks and stones.

## **Yard Rules 3<sup>rd</sup> – 6<sup>th</sup> Class.**

- No bullying
- No rough play
- No packaging/wrappers allowed outside
- Pupils must play in their allocated play area
- Pupils are NOT allowed to enter the school building during break times unless they have permission from the TEACHER on duty
- All accidents/injuries must be reported to the teacher/SNA on duty
- Senior pupils are not allowed on the infant area, especially when playing chasing games
- Children may not swing off the crossbars or pull at the nets
- Children must get permission from the teacher on duty to retrieve the ball if it goes over the fence
- Outdoor toilets are in use during break times. (Do not use them as a hiding place for hide and seek)
- Children are not allowed at either side of the school (up 2<sup>nd</sup>, senior infants, junior infants and up by 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>).

## Appendix 2

Date	Pupil	Class	Description	Reporting Teacher	Signed off by:

*This template will be on Aladdin and a copy will be stored with the policy.*

## **Appendix 3**

### **Yard Play Zones**