

St. Philomena's N.S.

Supervision Policy

Introduction

This policy 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 (2005) and recent Court judgments which 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.

Factors taken into consideration in the formulation of this policy

- The school enrolment figure = 171 pupils September 2013
- The age range of the pupils = 8+ years – 12+years (3rd to 6th class pupils)
- the general behaviour record of our pupils = excellent
- the school interior layout – 3 storey building
- the school grounds – tarmacadam area / concrete step area
- existing supervision practices
- a teaching staff conscious of the need for a balanced, reasonable age related care
- Our policies on, Safety, Health / Accident and Injury /Procedures for Mornings, Breaks and Home times.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while on the school premises, at play on the yard or while engaged in school related activities.
- To observe and monitor behavioural patterns outside the confines of the classroom, *but within the school grounds*.
- To contribute to effective school management and comply with relevant legislation.

Agreed Procedures

Arrival & Dismissal

- The school yard door is open at approximately 9.00 a.m. **However, it must be noted by parents/guardians that neither the teachers nor the Board of Management is responsible for pupils before 9.20 a.m. or after 3.00 p.m.**
- **9.20 a.m.** Children assemble in their class lines in the school yard when the buzzer rings. Teachers assume a duty of care at 9.20.a.m. The principal or another teacher/adult, closes the yard door after all classes have gone into the school.
- Teachers collect their class from the yard and proceed to their classroom. Children walk in, or upstairs in single line, leaving space in front and behind them. (See School Rules re walking in line, etc)
- Teachers supervise pupils while they are exiting the school at 3.00.p.m.
It is the responsibility of parents/guardians to make arrangements for the collection of their children at 3.00 p.m. St. Philomena's N.S. does not accept responsibility for pupils after this time. No supervision is provided outside the school gate.

Mid-morning and lunchtime breaks

A Rota for mid-morning (**11.00 a.m. – 11.10 a.m.**) and lunchtime break (**1.00 p.m. – 1.30 p.m.**) supervision is drawn up by the principal/staff and is displayed on the staffroom notice board and in each classroom.

- Two members of staff supervise at these times.
- Children exit and enter the building under the supervision of the teachers on the rota. (See Safety, Health Policy)
- No child may enter the building without permission at these break times.
- Where teachers suspect that a child is unwell, parents are contacted by phone.
- A First Aid/Sick Bay area operates at both breaks. Should a child feel sick/have note from parent to stay in/ fall in yard/is waiting to be collected etc. she sits in “first aid” area. (ground-floor cloakroom) This area is also covered by the teachers on supervision. Each week two sixth class girls (from a rota) stay in “First Aid”
- First Aid boxes and an Accident Report book are kept as a matter of procedure. (See Accident and Injury policy)
- Children with injuries/complaints are dealt with directly by a teacher on yard duty. Children are regularly reminded to report immediately, incidents which happen in the yard, to a teacher on yard duty and not to leave it until they are back in class.
- If parents indicate worry about a particular child/ren on the yard, all teachers are informed of the concern so that the particular concerns can be addressed satisfactorily.
(See Procedures for Mornings, Breaks and Home times)

Wet weather

- Children stay in their classroom under the normal supervision Rota. The class teachers ensure that children are seated and arrange appropriate activities. Classroom doors are left open and teachers on duty patrol each classroom.
- 12.50 – 1.00 Children eat their lunch in their classroom under their class teacher’s supervision. When a teacher is on supervision duty, the teacher in the next classroom supervises her class from 12.50 to 1.00

Classrooms/during class times

- The children are supervised at all times (other than break times) by the class teacher. Unless unavoidable, teachers should never leave their classroom unsupervised. If the teacher is absent from the room for a short period, the teacher in the nearest classroom supervises until she returns.

Our School Rules are reviewed and revised continually and communicated to children regularly. These rules are displayed in all classrooms.

Special Provisions

For out of school activities such as games, swimming, tours etc., provisions are put in place to ensure adequate levels of supervision.

- Pupils taking part in ‘off-site’ activities during and or after school hours do so under the supervision of the organizing teacher/s.
- Children are drilled in the procedures for walking safely to and from St. Mary’s Youth centre / the church / the parish centre / field trips etc.

A teacher is always present

- When an invited coach takes games instruction
- When a visitor has been invited to talk/work with pupils
- When external facilitators/tutors etc visit classrooms

Sports/Training- Matches

During the year some children may be involved in, sports training and matches.

Local games/ training

During school hours – the teacher will walk the children to and from the pitch taking all the safety precautions necessary.

After school hours – children make their own way to the venue. Teachers are only responsible for supervising the children during the actual coaching/game times.

Parents are expected to collect their children immediately after the coaching/game time.

Parents are notified each year, of these events and are required to give their written consent for their child/ren to take part. Only those who have written permission can take part.

Away games/training.

If games /training etc. are time-tabled for

- **During the school day**....Transport will be organized by the school for these events. Generally this means hiring a bus. When this is the case a teacher will travel with the children on the bus. However, on occasion it may be necessary to carry some pupils by car. If so, a teacher may oblige.
- **After school hours**.....Transport will be organized as per 'During the school day' above. *However, if parents choose to drive their own child/ren, (or other children with their respective parents'/guardians' permission,) to and from after-school matches, etc, the parents /guardians make their own arrangements. The teacher is then responsible for supervising those children, only during the actual sporting event.*

School Tours

Taking into account the age and interest of the children and the curriculum being covered, tours will be arranged by the school at various times to present the children with opportunities to further their education in a different environment. Teachers will be extra vigilant when taking children out of school.

Swimming

Children, accompanied by a teacher, go by bus to and from the swimming pool. Teachers supervise, while the children are in the changing rooms. The swimming instructor/s takes charge while the children are in the pool, and teachers observe the lessons. A letter outlining the above is sent to the parents/guardians of children going to the pool. Written permission must always be provided by parent/guardian.

Temporary Withdrawal

- On occasion, children may have to leave school for an appointment (dental/doctor etc.) It is the responsibility of the parent/guardian to call to the ground floor office and ask the secretary/teacher to call for her child, over the intercom and then for the parent/guardian must sign out their child, in the sign out book. (date and time needed.) **N.B. Only a parent/guardian or designated adult (over 18years) can sign out a child.**
- If the child returns to school, the returned time must be recorded in the sign out book. While the child is out of the school, she is under the parent's/guardians supervision and not that of the school.

Success Criteria and Review

- Ensuring a child friendly school building and school yard
- Re-enforcing school rules regularly
- Reviewing supervision duties yearly
- Altering or adjusting procedures seemed to be inoperable

Ratified by the Board of Management on _____

Signed _____
Chairperson, Board of Management.