

Scoil Mhuire Cúl an Áirne



Supervision Policy

Introduction

This policy was originally formulated in 2004, redrafted in 2012 and updated in 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

- All teachers have signed up for supervision (DES Forms) and are assigned supervision duties.
- 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, 12.30pm to 1.00pm Teachers assume a duty of care at 9.10am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am
- A Rota for supervision is drawn up in consultation with 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.
- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily
- 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.
- If a special needs assistant is needed to supervise an individual pupil on the yard, they can also 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.
- Mainstream teachers are free of supervision duties one week in every 4.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- At all other times each teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should never leave their classroom unsupervised.

Special Provisions

- a) During out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- 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 under the normal supervision Rota. Children from senior classes assist the class teachers.
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNA'S nor pupils are left in sole charge of a class.

Success Criteria and Review

- Ensuring a safe child-friendly school yard.
- Providing well organised and safe out of school activities.
- Re-enforcing school rules explicitly each term.
- Reviewing supervision duties yearly.
- Altering or adjusting procedures deemed to be inoperable.

Implementation

This policy has been in operation since 2004 and this update was ratified by the Board of Management in June 2018.

Signed Cormac Guinan (Chairperson B.O.M.)

Date: 11/06/2018

Signed: Frances Lynch (Principal/ Secretary B.O.M.)

Date: 11/06/2018