



## **Supervision Policy Darrara National School**

### **Introduction**

This policy was originally formulated in 2010 and updated in December 2020. 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 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. 10.45am to 11.00am, 12.30pm to 1.10pm. Teachers assume a duty of care from 8.40am to 9.00am and from 2.40pm until children are collected, under Croke Park hours. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.40am.
- The rules are outlined clearly in the school's code of behaviour.
- A Rota for supervision is drawn up by a post holder 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 not on yard duty collect the children from the yard/pitch. Teachers taking a course day should 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, where a substitute is not available.
- Special Needs Assistants are on duty during lunch breaks. 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 Code of behaviour policy covers incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Teachers/Staff should wear a mask when within 2 metres of a child e.g. when applying first aid. Children are not permitted to report directly to the staff room if there is an incident on the yard. Two teachers and one SNA are on supervision duty. Should one teacher have to leave the yard (for first aid reasons etc.), he/she should inform the other teacher.
- First Aid boxes and Accident Report folder are kept as a matter of procedure. All accidents where there is a head injury or where it is deemed serious should be noted in the Accident Report folder by the teachers on supervision when the accident occurred. Where teachers suspect that a child is unwell parents are alerted, usually by phone. (The accident report forms are kept in the staff room for use).
- If children remain uncollected after 2.50pm, the school always ensures that a duty of care is provided until a parent/guardian comes. Teacher may call the parent to find out the cause for the delay.
- At all other times each teacher is responsible for the supervision of all children under their care.
- The teacher / teachers on the premises supervise the children for the twenty minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time. One teacher is on duty in the school yard from 8.40 onwards, as per the supervision timetable. Another teacher(step) is also available on the premises from 8.40 onwards should an accident occur/should the teacher in the yard need support for any reason.
- No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for additional support should be collected at the classroom door by the relevant teacher.

### **Special Provisions**

- a) At out of school activities such as games, swimming, tours etc. back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one teacher/ SNA 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. Appointments should take place out of teaching hours and via zoom/phone call for the duration of the Covid restrictions, where it is possible.
- c) On wet days' children remain in their classes. Each teacher must supervise his/her own bubble.

- d) When visiting teachers such as P.E., Music, Language, take over a class, teachers should maintain a presence. Neither SNA'S or pupils are left in sole charge of a class.
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- f) Parents may request that their children be allowed to leave during the school day due to health commitments etc. Parents should notify the school by way of a phone call or text or note. The pupil is the responsibility of the parent for the duration of the out of school activity.

### **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 2010 when it was ratified by the Board of Management.

### **References**

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General

This policy will be reviewed by staff and Board of Management as necessary.

This policy was reviewed in December 2020 and adopted by the Board of Management on 16-12-2020.

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

Chairperson of Board of Management                      Principal

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

Date of next review: As necessary