

# **Supervision Policy of Letterfrack NS**

## **Introduction**

This policy was formulated in August 2012. It applies to all staff and children during school hours, break times, and on all school related activities. This policy was reviewed in March 2018 and April 2023.

## **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 behavioral 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. 10.50 to 11.10am and 12.30 to 12.50, teachers to be back in class for 12.50. Teachers assume a duty of care at 9.10am. The Board of Management informs parents at the beginning that the school does not accept responsibility for pupils dropped off earlier than 9.10am. Children to line up outside the gate on the footpath or in their cars.
- 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.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- The Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 37 hour contracts
- Visibility: Teachers will ensure that children are visible in the school yard. As per Behaviour Policy children in need of extra supervision may be required to wear a hi-viz vest. Children will not be allowed to spend time in classrooms or toilets where they would not be under adult supervision. Toilets by the infant room are to be used during break but children are encouraged to go during class time. Children are not permitted to the front of the school or in the main school building during break. They are not to leave the school yard or to engage with adults who are outside of the school yard.
- Children are required to come prepared for wet weather and to have extra change of clothing at all times. On very inclement weather teachers have the option to return to classrooms early and to supervise. Children from senior classes may assist the class teachers. For Health and safety reasons all children are to remain seated unless permission is given otherwise. Children have a choice of reading, drawing in a drawing pad or watching an age appropriate programme/movie/on-line story.

- 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.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- After each break the children return to their classrooms quietly and eat their lunch. A 6<sup>th</sup> class student may assist the Infant teacher. If children are called in early from play due to poor weather conditions, they must **walk** quietly into their classroom without lining up.
- 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
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard
- First Aid boxes and Accident Report books are kept as a matter of procedure
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

### **Special Provisions**

- a) Out of school activities such as games, swimming, tours, and if possible back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 20 children with individual teachers in charge of specific groups.
- b) Swimming; Children will go by bus to the swimming pool. Children will walk in an orderly manner to and from the bus & pool. School staff will assist with supervision in the changing rooms in order to ensure the children's safety. All children from infants to 2<sup>nd</sup> class will change in the ladies changing room, the boys in the family room or disabled toilets. Boys from 3<sup>rd</sup> to 6<sup>th</sup> will use the men's changing facility. A buddy system will be put in place so children are never alone in the dressing room. The teacher will remain in the hall and the door to the changing room will remain open. The swimming instructor takes charge while children are in the pool, school staff help.
- c) School Tours: Taking into account the age and interest of the children and the curriculum being covered, School 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 the school. Special attention will be paid to:- Road Safety; Behaviour on Bus, Risks posed by particular venues (e.g., adventure playgrounds etc.).
- d) Football blitzes: During the year children will be involved in Football matches. This is a school activity and teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:- Road Safety; Behaviour on Bus, Risks posed by particular venues and injuries requiring First Aid.
- e) 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
- f) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence.
- g) Parents may request that their children be allowed leave during the school day due to health commitments etc. Parents must sign their child out by using the sign out book in the hall.
- h) If a parent has asked for their children to remain inside during break time or if the class teacher feels a child is too sick to go outside then they are to sit in the hall beside the staff room and read a book or draw.

- i) Pupil Personal Accident Insurance; A policy of individual insurance is offered to parents for their children at the beginning of each school year. The scheme is operated by Allianz Insurers. The policy can cover (a) school activities only, or (b) school and leisure activities – 24 hour cover. Monies are paid through the school 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 September 2012 when it was ratified by the Board of Management. It was reviewed and ratified again in March 2018 and in April 2023.

### **Rules of the Playground**

- All Children must play at the back of the school
- Infants are to stay to the side of the school where the playground is, only 5<sup>th</sup> and 6<sup>th</sup> class children are allowed into the infant playground to help.
- Everybody is encouraged play with somebody.
- Quiet zone introduced for reading/board games – no running or ball games allowed in the quiet zone.
- No running around corners
- No playing on the grass or in the wooded areas on wet days.

### **Sanctions:**

Children who are playing dangerously on the yard or are behaving inappropriately to others are sent to sit outside staff room or sit in the quiet zone until they agree to play safely.

Children in need of extra supervision can be asked to play in the quiet zone only until behavior improves.