



Supervision Policy

Introduction

This policy was first formulated in January 2018. It applies to all staff and children during school hours, break times, and on all school related activities. It has been reviewed and updated in September 2024.

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 obliged to provide supervision
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks.
- St. Tola's N.S. has two breaks 10.45a.m.-10.55a.m. and 12.30p.m.-1p.m.
- There are four teachers rostered for yard duty for every break. One teacher supervises the infant yard. One teacher supervises the yard where 1st-3rd class play, one teacher supervises the astro turf where various classes are rostered for all breaks and one teacher supervises the yard where 4th-6th class play. In addition, St. Tola's currently has 9 SNA posts who are also on duty during breaks. While these Assistants provide individual supervision for designated pupils with additional needs, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools Anti-Bullying/Code of Behaviour policies covers incidents of misbehaviour.
- If pupils wish to use the bathroom during breaks they must inform the teacher on yard duty. The pupils in 1st-3rd classes and 4th-6th classes use the bathroom beside the principal's office.
- The infant pupils are permitted to use the bathroom in Infant classrooms only during break times. They must ask for permission from the teacher on yard duty who should only allow two pupils at a time to

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use the bathroom. Minders from 5th and 6th will open the door for them and remain at the classroom door while the children use the bathroom.

- 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.
- This rota ensures that teachers who are in adjoining classrooms are not rostered to be on together.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly. Rules are displayed at the infant and senior yards.
- If parents indicate a worry about a particular child on the yard all teachers are informed of the concern so that the particular concerns can be addressed satisfactorily
- Teachers on yard duty remain with the classes until the class teacher returns from break.
- Teachers taking an EPV 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. If pupils require First Aid the teacher on the yard in 1st-3rd classes will administer this.
- First Aid boxes and Accident Report forms 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 form 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. If teachers need to leave their class they inform the teacher next door and the door is left open between the two classrooms until the teacher returns. If the teacher is required to leave for a longer spell of time they inform the principal who will organize cover for their class.

Special Provisions

- a) Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place.
- 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. Pupils must remain seated for the duration of breaks on wet days.
- d) The school may have sports coaches, student teachers, Junior Achievement volunteers in the school at times. Class teachers are required to remain with their class at all times with visitors even if they are not teaching the class
- e) The school Safety Statement lists all hazards on the school yard and teachers are accordingly briefed

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 21st March 2018 when it was ratified by the Board of Management. It has been reviewed and updated in October 2024.

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