

Dalystown N.S. – Supervision Policy

Supervision Policy

This policy applies to all staff and children during school hours, break times, and on all school related activities.

Rationale

The rules for National School 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 of Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while in school, 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

Morning Supervision

It is the policy of the school to supervise before school according to national directives.

- A rota for supervision is drawn up in consultation with Principal and staff and this Rota is displayed on the staff room notice board and in all classrooms.
- One teacher must supervise the children on the yard from 8:30 each morning. At 8:50 each teacher must collect their class from the yard and walk them to their classroom.
- Teacher 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.

Lunchtime Supervision

It is the policy of the school to supervise pupils at all times during lunch breaks.

- One teacher must be on yard at all times.
- A rota for supervision is drawn up in consultation with Principal and staff and this Rota is displayed on the staff room notice board and in all classrooms.

- Teacher 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.
- Our Special Needs Assistant is on duty during lunch breaks. While this Assistant provide individual supervision for 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 anti-bullying /discipline policy covers incidents of misbehaviour.
- Teacher and SNA circulate around all play areas to ensure that all children are observed at all times.
- Children line up in rows according to class and are called in turn by the teacher before returning to their classroom.
- Teachers on yard duty remain with the classes until the class teacher returns from break.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. All pupils report injuries to the teacher on yard duty before leaving the yard.
- First Aid boxes and Accident Report books are kept as a matter of procedure.
- All accidents are recorded by the teacher on yard, using the Incident Report Form, located in the Staffroom. This must be photocopied and placed in the pupil's file.
- First Aid Box is in the Staff Room
- List of Medical Requirements/ Allergies are displayed in the Staff Room
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.

Home-time Supervision

It is the policy of the school to supervise after school according to national directives.

The following arrangements are in place:

- 2:20: Ms Tynan collects the “Bus” children from their class and escorts them onto the bus. She then proceeds to the gate of the Car Park.
- 2:25: Ms Dunbar stands at the gate of the School Yard.
- 2:30: Ms Monaghan/Ms Nally walks her class out. The children walk to their cars. Ms Monaghan/Ms Nally proceeds to the Car Park to supervise. Breda walks Willow to her parent's car.
- 2:30: Mr Dunne walks his class out. The children walk to their cars. Mr Dunne proceeds of the School Yard to supervise.
- 2:30: Mr. Moore walks his class out. The children walk to their cars. Mr Moore proceeds to the front of the school to supervise.
- If children remain uncollected after 2.30 pm, the school will ensure that a duty of care is provided, the parent will be contacted and a member of staff will remain with the child until a parent/guardian calls

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. The level of supervision is assessed prior to the activity.
- b) If a teacher is called from his/her classroom to meet with a parent, another member of staff maybe released to cover. However, it is school policy to request parents to make appointments outside school hours.
- c) On Wet days children remain in their classrooms. The SET teacher will cover each class for a short period of time to allow the class teacher to have a break. Ideally each teacher would have at least 1 break for 15 minutes break during a Wet Day.
- d) When visiting teachers such as P. E., Music, Language or a Student Teacher take over a class, the class teacher must remain present at all times.
- 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 leave during the school day due to health commitments etc. notes informing teachers of leave during the day is requested in Homework Journal unless an emergency

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

This policy will be in operation from February 2025