



St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN.

K34 D799

Principal: Máire Ní Chróinín
Deputy Principal: Lynsey Dungan

Roll Number: 16333Q
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SUPERVISION POLICY

Introduction

This policy was originally formulated in 2009, redrafted in 2016 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) oblige 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. The Supervision Rota for all breaks is appended to this policy.
- It is school policy to supervise the school yard during all break times, i.e. 10.30 am to 10.40 am and 12.00 noon to 12.30 pm.
- Arrangements for yard duty may change from year to year. Exact arrangements are detailed in the Yard Duty Arrangements for the current school year. A balance of teachers and SNAs will supervise on Junior and Senior yard. Teachers supervising the junior yard will share supervision of toilets. All children should use the classroom toilet before each break to minimise the number of children who have to use the toilet during yard times.



- Teachers assume a duty of care at 8.50 am. The Board of Management informs parents that the school does not accept responsibility for pupils outside of normal school hours, ie 8.50 a.m to 2.30 p.m.
- A Rota for supervision is drawn up by a post holder in consultation with Principal/staff and this Rota is emailed to all staff members. A copy is displayed in the staff room.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- If there is a concern about a particular child on the yard all teachers rostered for yard duty are informed of this so that the particular concerns can be addressed satisfactorily.
- Teachers on yard duty remain with the classes until the class teachers return from break. 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.
- All Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for their assigned charges, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- For reasons of health and safety, children are not allowed to run on yard at play time.
- When children are not running at playtime, the yard is a calm place and children are able to settle to a variety of games without the worry that they will be knocked over by their schoolmates.
- Two bells are rung at the end of each play time. On the first bell, children “freeze”. On the second bell, children walk to their line.
- Children are rewarded for considerate behaviour and sanctioned for breaking the rules on yard as they are in every other area of school life.
- Rewards include stamps on their DFL book or other reward systems which the class teacher may have in place.
- The sanction for running on yard is to be put standing at the wall of the new building for five minutes. Normally, the teacher who sanctions the child releases the child.
- The teachers supervising the yard will in so far as possible deal with incidents on yard. At the end of yard time the supervising teacher will inform the class teacher of any unsafe behaviour by a pupil in his/her class and of the sanction applied.
- A child who continually breaks the agreed school rules for behaviour while on yard will be required to shadow the teacher for the remainder of yard time.
- Further sanctions are applied in accordance with the Discipline for Learning policy already agreed in the school.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. The teacher will fill in an incident/accident sheet if necessary. An incident sheet is always filled in where there is a head injury or a blood injury.
- Children who are on crutches or who are wearing medical apparatus such as a sling or a cast are not allowed on yard during yard time. This is due to the risk to the health and safety risk to all pupils. Pupils who are on crutches or who are wearing a cast or sling, will sit in the area designated for treatment of yard injuries, an area where s/he will still in be view of and in contact with the teachers

on duty. They will have an appropriate activity with them and may at the teacher's discretion be accompanied by a friend. The class teacher will obtain parents' permission for an accompanying child to miss yard.

- Children who have stitches will be allowed to the yard at the discretion of the class teacher.
- 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 on the accident/incident sheet 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.
- If children remain uncollected after 1.30 p.m. / 2.30 p.m., the school always ensures that a duty of care is provided until a parent/guardian collects the child or makes arrangements for his/her return home.
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the evening the supervising teachers walk with their classes to the main gate. Pupils are required to inform their supervising teacher when they see an adult waiting to collect them. 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 needs support teaching should be collected at the classroom door by the relevant teacher.

Special Provisions

- a) During out of school activities such as games or tours, the level of supervision is usually one adult per eight children with individual adults in charge of specific groups. The class teacher will always accompany his or her group on tour. If a teacher is absent on a tour day (due to illness etc) another teacher from the school will accompany the class.
- b) On the school's sports day activities are set up in different areas of the school and on occasion the senior school or the community centre field next door. Teachers stay with their activity and SNAs & parent helpers accompany the classes from activity to activity. Teachers supervise and teach each group using their activity in turn.
- c) If a teacher is called from his/her classroom to attend a Meitheal or other meeting with outside agencies, another member of staff will supervise that teacher's class.
- d) On wet days children remain in their classes under the Wet Day Supervision Rota (attached).
- e) When visiting or student teachers are teaching a lesson, the class class teacher stays in the room. Neither SNAs nor pupils are left in sole charge of a class.
- f) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- g) Parents may request that their children be allowed leave during the school day due to health commitments etc. In these circumstances it is the parent's responsibility to collect the child from school. The parent must sign the child out

of the building on the sign in sheet at reception, giving details of the reason for the early collection. If feasible, parents are encouraged to return their child to the school after the appointment. In these cases the pupil is signed back in to the building on his/her return.

Success Criteria and Review

- Ensuring a safe child-friendly school and 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 updated policy has been in operation since 2019 when it was ratified by the Board of Management.

It will be reviewed after two years or sooner if necessary.

Approved by the Board of Management on 05/02/2019

Signed: _____
Very Rev. Melvyn Mullins,
Chairperson, Board of Management.