

# Supervision Policy

## ■ Introductory Statement and Rationale

### (a) Introductory Statement

The Yard Supervision policy was formulated by the staff of St.Brendan's N.S, Clonfert in June 2018.

### (b) 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.

It will also provide a source of information for parents and the Board of Management.

## ■ Vision

This plan aims to support the mission statement of St.Brendan's N.S. whereby we wish to create a positive environment that endeavours to enhance the self-esteem of everyone in the school community.

## ■ Aims

The aims of this policy are

- 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

### **Arrival and Dismissal:**

- Morning supervision: 9.00 am – 9.20 am

The yard is supervised in the morning as the children arrive at school.

At this time the children must stay in the main yard, they are not allowed in the area to the front of the school or at the back of the school.

Children who are bringing training gear to school must put it in the shed and make their way around to the main yard.

No ball playing is allowed in the yard before school.

- Evening supervision: 3.00 pm

At 3.00 pm all pupils are escorted to the front gate by their classroom teacher.

They will be supervised by the teacher on evening supervision duty until they are collected.

### **Classroom Supervision:**

- A teacher should be present in their classroom at all times.
- If a teacher needs to leave their classroom, another teacher should be asked to supervise.

### **Use of Toilets during Class:**

- There are two toilets located at the back of each classroom – a boys toilet and a girls toilet. The children must ask permission from the teacher before going to the toilet.
- Only one child may go to the toilet at a time.

### **Use of Claokroom:**

- Claokrooms are located outside each classroom. The children store their outdoor shoes and coats here. The claokrooms are used at morning arrival, before and after each break aswell as evening dismissal.

- As space is limited in the cloakrooms they must be used by the children in small groups. The teacher supervises by standing at the door between the cloakroom and the classroom.

### **Break and Lunchtime Supervision:**

The yard is supervised at both breaks

- Mid morning break: 11.00 am – 11.10 am
- Lunch break: 12.30 pm – 1.00 pm

### **Yard Duty Rota:**

- A rota for supervision is drawn up at the beginning of each school year and a copy is given to every teacher. There is also a copy of the rota displayed in the office.
- When a teacher is absent on a day they are rostered for supervision, they can arrange to swap with another teacher.

### **Yard Areas:**

- The Junior Classes play in the area in front of the playshed.
- The Middle Classes play in the area from the side gate across to the school building.
- The Senior Classes play on the court.
- The children are not permitted to play behind the playshed or at the front of the school. The children are not allowed at the back of the school unless taking part in organised training/coaching.
- Children from the middle classes will help organise play activities for the junior room. A rota will be used to organise this.
- The pupils will be regularly reminded of the yard areas.

### **Behaviour on Yard:**

- Praise good behaviour on the yard. Good/helpful behaviour will be mentioned at assembly. Supervising teachers will also take note of the class who has the best line and this will be praised at assembly.
- Posters promoting positive behaviour on the yard are displayed on the classroom windows.

- Rules of the yard are reviewed continually and communicated to the children regularly. Any new/revised rules will be explained to the children along with the reason for the rule. This may be done by the classroom teacher or the principal during school assembly.
- The “Sin Bin” will be used for non-compliance with rules on the yard.
- Serious misbehaviour will be dealt with according to the Code of Behaviour. Sanctions may include loss of privileges or detention.  
Repeated breaches of the Code of Behaviour may result in a pupil having a Behaviour Contract. All staff with supervision duties will be informed of this. (See Code of Behaviour for more detail)
- If there is a concern 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.

#### **Use of Toilet during Yard:**

- Children may return to the classroom to use the toilet facilities.
- They must ask permission from the teacher on supervision. They must also inform the supervising teacher when they return from the toilet.
- Younger children (Infants – 1<sup>st</sup> class) will be accompanied by an older child. The older child will wait for the younger child outside the yard door.

#### **Incidents/Injuries/First Aid/Feeling Unwell**

- Children with injuries or complaints on the yard should report to the teacher on supervision.
- If a child requires first aid the supervising teacher will send them to the staff room. Children in the junior classes will be accompanied by an older child.
- Only limited first aid can be administered at school. If an injury is deemed more serious, parents will be contacted.
- The children must inform the supervising teacher when they return to the yard. They may sit in the play shed if they need a rest/are using an ice pack.
- Occasionally parents may request that their child be exempt from taking part in outdoor play due to an injury/feeling under the weather. These children may sit in the play shed during break or lunchtime.

**Record keeping of incidents/injuries:**

- Serious incidents/injuries will be recorded on Aladdin noting the pupils involved, the nature of the incident/injury and any follow up action taken.

**End of break/lining up:**

- The bell will ring to signal that break is over.
- The children will line up with their class outside the yard doors.

**Supervision on Wet Days:**

- On wet days the children will remain indoors and will be supervised in their classroom as per the supervision rota.
- The children should remain seated in the classroom and their classroom teacher will organise a DVD/games/activities etc.

**Special Provisions****Use of Dressing Rooms:**

- The dressing rooms are located at the side of the school. They are used by the older children (5<sup>th</sup>/6<sup>th</sup> class) to change before training.
- The boys and girls will change in separate rooms.

**Supervision on School Outings****(Swimming/school tours/going to matches)**

- Teachers are vigilant when taking children out of the school. Special attention will be paid to: road safety, behaviour on bus, use of toilet facilities and any risks posed by particular venues.
- When travelling on longer journeys or with a large group a bus will be used.
- We aim to have a supervision ratio of 15:1. Pupils may be broken into smaller groups and will be supervised by an individual teacher.
- Roll calls/head counts are taken when children return to the bus after each segment of the outing.
- A first aid kit will be brought on each outing as well as a list of pupils and contact details of their parents.

- Where possible the school will try to have swimming lessons during times that the swimming pool is closed to the public.
- If travelling to matches/outings using the cars of teachers or parents - the cars will travel in convoy, which will be lead by the teacher.

**Walking to the Church/Hall:**

- The children will walk in a line with a teacher in front.
- Teachers will pay particular attention to road safety.

**Visiting Teachers/Coaches**

- When visiting teachers come to take a class e.g drama/hurling, teachers are to remain with their class where possible.
- All visiting teachers/coaches should supply the school with a copy of their Garda Vetting.

**Temporary Withdrawal/Collection during School Hours**

- On occasion parents may request that their child leave school during school hours for appointments etc.
- It is the responsibility of the parent to collect the child from the class and, to ensure the continuity of care, to return the child to the classroom afterwards.
- Where possible parents should inform the school prior to early collection

**The Month of May:**

- During the month of May a large number of visitors will attend Clonfert Church. The church is situated across from our school.  
Teachers will be extra vigilant at arrival and dismissal times aswell as during yard time.
- Pupils will again be reminded that they are not permitted to be at the front of the school.

**Success Criteria**

This policy will be deemed successful when the following are observed

- A safe, child friendly school environment

- Postive behaviour in the school yard
- Procedures in this policy being consistently implemented by teachers

**Review**

- Supervision duties will be reviewed yearly
- Procedures will be altered as appropriate
- This policy will be reviewed in \_\_\_\_\_.

**Other Relevant Policies**

Code of Behaviour

Health and Safety

Child Safeguarding Statement

• **Ratification and Communication**

The Board of Management of St. Brendan's NS ratified this plan on \_\_\_\_\_.

Signed \_\_\_\_\_

Date \_\_\_\_\_