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Supervision Policy

Introduction

This policy applies to all staff of Scoil Náisiúnta Loch Guir 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 behavioral patterns outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.

School Procedures

General Procedures

- Teachers who have signed up for supervision (DES Forms) are assigned duties.
- A supervision Rota is created by the Deputy Principal in consultation with the Principal and other staff, and is displayed around the school and in classrooms.

- School yard rules are continually reviewed and revised and communicated to children regularly.
- Supervision duties are optional, and teachers can opt out if they desire. The Deputy Principal maintains the Register of Supervision and submits returns to the Department of Education for 37-hour contracts.
- If parents express concern about a child on the yard, all teachers on duty are informed so that the concerns can be monitored/addressed.

Before/After School Supervision

- Supervision is provided from 8.50 a.m. before school and until the last child leaves the premises after school.
- Parents are informed that the school and staff take no responsibility for children before 8.50 a.m.
- The Principal and Deputy Principal supervise (on a rotating basis) the outside of the school at arrival / dismissal time to ensure children leave the premises safely. No supervision is provided outside the school gate.
- If children remain uncollected after 2.40 p.m., the school ensures a duty of care until a parent/guardian calls.

Break/Lunchtime / In School Supervision

- Supervise children during regular breaks (11 a.m-11.10 and 12.30 – 1.00 p.m.); no unsupervised classes in the school yard at these times. If the yard duty teacher is late, the class teacher should stay with their class until the yard duty teacher arrives.
- Staff members are positioned on front and back yards for supervision.
- If a child is injured on the yard, the SNA or another child should get the child's class teacher. The teacher on yard duty should not leave the yard as the children would be unsupervised.
- Teachers on yard duty remain with the classes until the class teacher returns 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 their duties in a reciprocal arrangement.
- The Special Needs Assistant is on duty during lunch breaks, providing individual supervision for designated Special Needs children and reporting instances of

misbehaviour to the teacher on yard duty. The school's Code of Behaviour covers misbehaviour incidents.

- Children with injuries/complaints are dealt with directly by the teacher on yard duty.
- First Aid boxes and an Accident/Incident Report book are kept as a matter of procedure. All accidents involving injury should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. When teachers suspect that a child is unwell, parents are alerted, usually by phone.
- Each teacher is responsible for the supervision of all children under their care at all times, unless unavoidable. Teachers should not leave their classroom unsupervised.
- Children withdrawn from their mainstream classroom for SET should be collected at the classroom door by the relevant teacher.
- Children are expected to walk on the corridor at all times. Only one child at a time should be allowed to leave the classroom to go to the toilet.
- When a whole class is in the corridor, coming in from the yard, before or after PE, or at home time, they should be supervised by their teacher or another teacher.

Special Provisions

- a) Adequate supervision is ensured during out-of-school activities such as games, swimming, and tours.
- b) If a teacher is called to meet with a parent, another staff member may cover, but appointments are encouraged per school policy.
- c) On wet days, children remain in their classes under normal supervision. Senior classes may assist the teachers.
- d) When visiting teachers take over a class, the school encourages maintaining teacher presence. SNAs or pupils are not to be left in sole charge of a class.
- e) The school Safety Statement lists yard hazards, and supervisors are briefed accordingly.
- f) Parents may request their children's midday departure due to health commitments, documented via a sign-in/out book and Aladdin.

Recreation breaks for pupils and Sensory Breaks for Pupils

- Some pupils may need to withdraw from the group to reduce stress, which can take various forms such as delivering messages, working on a preferred activity alone, or taking movement breaks. Anticipating this requires skill and in-depth knowledge of the child and their needs.

- Devising a structured timetables reduces a child's anxiety and promotes confidence and relaxation, thus minimizing challenging behaviours. Plans will be coordinated with the SET, SNA, and Mainstream Class Teacher to accommodate movement and sensory breaks as necessary.

Outdoor Teaching Activities

Class teachers must always be with the students and ensure they are not left unsupervised. Effective preparation and classroom management should minimize the need to leave the class. Outdoor teaching activities will be appropriately supervised and planned.

Sporting Activities

If the weather permits, nonparticipants in games can observe. Otherwise, the child/children must be designated to a class or person with work to complete, staying with that group/individual throughout the session. For lessons led by external coaches, teaching staff and SNAs must remain present for the entirety of the lesson.

Annual Sports Day, Sport Outings and Swimming

- A Sports Day Timetable will be adhered to.
- Teachers should ensure that all pupils participating in sports use relevant safety equipment e.g. helmets should be worn when hurling and cycling, gum shields should be used when playing football, hurling or rugby etc. Any other equipment which may reduce the likelihood or severity of injury must be recommended and used.
- When considering swimming or any games played away from the school, ensure that safe transport is provided for all the pupils to and from the venue.
- Teaching staff will liaise with parents and Leisure Centre staff to ensure appropriate levels of supervision.

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 ineffective

Implementation

This policy has been reviewed since February 2024 when it was ratified by the Board of Management.

Ratification

Date:

Signed:

Chairperson,

Board of Management,

Scoil Náisiúnta Loch Guir