

SN Bhall Álainn, Ball Álainn, Caisleán a'Bharraigh, Co. Mhaigh Eo
Ballá NS, Ballá, Castlebar, Co. Mayo
Roll No: 17119T Email: ballanationalschool@gmail.com ■ 094 9365280
Website: www.ballanationalschool.com

Supervision Policy

SN Bhall Álainn

Uimhir Rolla: 17119T



Introduction

This policy was originally formulated in 2004, redrafted and updated in Autumn 2013. It applies to all staff and children during school hours, break times, and on all school related activities. The policy should be read in conjunction with other school policies including our Child Protection Policy, Anti-Bullying Policy, Code of Behaviour, Attendance and Participation Policy and our Health and Safety Statement.

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.

The safety and well-being of every pupil attending S.N. Bhall Álainn is of primary importance to the whole school community and it was therefore deemed necessary to formulate a detailed policy document outlining the care and supervision provided for pupils while in school or taking part in school-based activities.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a happy, 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.
- School opens at 8.55 a.m. All children are expected to be punctual. No responsibility is or will be accepted by the BOM or school staff for pupils arriving on the school grounds and premises before that time. The school day ends at 1.35.p.m. for infants and at 2.35.p.m. for the rest of the children. Children should be collected punctually. At the beginning of each school year, parents are

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reminded of these times in a welcome back letter and in the school rules, which parents/guardians are asked to sign yearly.

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.45 am to 10.55 am, 12.30pm to 1.00pm. Teachers assume a duty of care at 8.55 am.
- Children assemble on the school yard and are brought into their classroom by their teacher. From then on, no child can leave the school premises without being accompanied by a teacher or called for by a parent or other nominated and recognised person.
- 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.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- Children are assigned to various yards and this is reviewed regularly depending on the condition of the playing field.
- Children are not allowed to re-enter the school during break.
- Children may only remain inside if they are sick and have a written note from a parent/guardian. It is our belief that if children are well enough to be in school, then if they are well wrapped up – fresh air will only be beneficial to them. If a child is to stay in, then they take their chair to the designated area.
- If parents indicate a worry about a particular child on the yard all teachers/personnel rostered for yard duty 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. Classes line up on the front yard and await their teacher to accompany them to their classroom.
- 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 if a substitute teacher is not employable.
- At least 2 Special Needs Assistants (SNAs) are on duty during lunch breaks. While these Assistants provide individual supervision for designated 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 and Code of Behaviour Policies cover incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher/personnel on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard.
- First Aid boxes and Accident Report books are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident/Incident

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Report Book by the teachers/personnel on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell, parents/guardians are alerted, usually by phone.

- At all other times during the day each teacher is responsible for the supervision of all children under their care. Unless unavoidable, teachers should never leave their classroom unsupervised.
- At dismissal time in the evening each class teacher walks his or her class to the school door. No supervision is provided outside the school gate.
- In the extreme instance whereby a parent or the bus driver has been delayed, the child/children inform the teachers and every effort will be made to contact the parent/bus driver or to wait until the child/children are taken home, either by
 - the delayed person who arrives late
 - a person nominated by the child's parent verbally over the phone
 - a contact person named on the child's enrolment form

Special Provisions

- For 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 usually one adult per 15 children with individual teachers in charge of specific groups.
- 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.
- On wet days children remain in their classes with two adults on duty, one per corridor. The SNAs remain in the classroom to which they are primarily attached. Children from senior classes assist the class teachers in the Junior Classes. It is the responsibility of the teacher on yard-duty on any given day to decide if the weather is too inclement to go outside.
- Normal school rules apply at break-time and these are dealt with in our Code of Behaviour.
- When visiting teachers/facilitators help out in the school, teachers are encouraged to maintain a presence.
- The school Safety Statement lists all hazards on the schoolyard and supervisors are accordingly briefed.

Roles and Responsibilities for implementation of this policy:

1. Each teacher will be responsible for supervision at designated times as already outlined in this policy.
2. The Principal Teacher will have ultimate responsibility for ensuring that good practice is carried out and adhered to.

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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 November 2013 when it was ratified by the Board of Management.

References

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General

Reviewed: October 2013

Responsibility for Review:

- All members of staff
- Parents/Guardians
- B.O.M.

Ratification and Communication:

Policy ratified by B.O.M

Signed: _____

Chairperson Board of Management

Date: _____