



Principal: Stephen Donovan
Deputy Principal: Anne T. Hillery

SUPERVISION POLICY SCOIL NAOMH EOIN

Introduction

This policy was originally formulated in Sept 2007, by the staff, management and Board of Management of Scoil Naomh Eoin. It applies to all staff and children during school hours, break times, and on all school related activities. It was reviewed and revised during the school year 2013/14 and more recently in 2022/23.

Rationale

The rules for National Schools obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in the supervision of pupils during school time and during all school related activities. Legislation such as the Health Safety and Welfare at Work Act 2005 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 students 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

- It is the policy of the school to supervise the school-yard at all times during regular lunch breaks i.e. 10.50a.m.-11.10a.m. & 1-1.20p.m. The Principal assumes a duty of care from 9am onwards. The Deputy Principal and Assistant Principal 1 assume a duty of care from 9.10am onwards. However, the Board of Management informs parents that although the school gate is open from 9am onwards, the school does not accept responsibility for students dropped off before the official opening time of 9.20am
- A Rota for supervision is displayed in the office and a copy provided to each member of staff.
- Rules of the school yard are reviewed/revised continually and communicated to children regularly
- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concern can be addressed satisfactorily
- Children inside are collected from the yard at 9.20a.m. by their class teacher.
- At the end of each break the teacher on yard sends the children to their classrooms. Teachers must be in classrooms to receive the children.

- 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
- The SNA's 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.
- Children with injuries/complaints are dealt with directly by the teacher or SNA on yard duty.
- First Aid packs including plasters and wipes are provided to all members of staff to tend to minor injuries/ scrapes.
- More serious injuries are to be recorded in the incident book in the office. These are to be completed as soon as practicable and given to the Principal to sign.
- If parents fail to collect children at 3.00pm, the Principal assisted by SNA's on full day ensure that a duty of care is provided until a parent/guardian calls.

Special Provisions

- For out of school activities such as games, swimming, and tours, back up provisions are put in place to ensure adequate levels of supervision.
- 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 under the normal supervision rota. Children from 6th classes (Yard Buddies) assist the class teachers in the supervision of infant classes.
- When visiting teachers such as P.E., Music, or Language teachers take over a class, the class teacher maintains a presence.
- The school Safety Statement lists all hazards on the schoolyard and supervisors are accordingly briefed
- Parents may request that their children be allowed leave during the school day. The school insists that students leaving the school during school hours must be signed out and signed back in by a parent or guardian. Parents are reminded that the student is the responsibility of the parent for the duration of the out of school activity.

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 on supervision has been prepared with reference to conditions existing on the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements. It is the product of extremely careful consideration by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in Scoil Naomh Eoin, Killenard.

Roles and Responsibilities

All stakeholders in the education of the pupils will take responsibility for implementing the policy.

Review:

The Policy will be evaluated on an on-going basis by representatives from the relevant sections of the school community and will be reviewed every three years

Ratification and Communication

The Policy was presented to the Board of Management for ratification on:

Signed: _____ **Chairperson**

Date: _____