

St. Fintan's Primary School

Supervision Policy

Introduction

This policy applies to all staff of St. Fintan's Primary School and all pupils in the school during school hours, break times, and on all school related activities.

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 an 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

- The school does not accept responsibility for pupils dropped off earlier than 9.10am
- The school is opened for the reception of pupils at 9.10a.m.
- At 9.20a.m the class teachers assume responsibility for their own class.
- It is the policy of the school to supervise at all times during regular lunch breaks i.e. 11.00 to 11.10am, 12.30pm to 1.00pm. in the classrooms and in the school yard. A post holder in consultation with Principal/staff draws up a Rota for supervision 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
- Supervision duties are not compulsory and teachers have the option of opting out if they so desire. The Principal makes returns to the Department of Education in relation to the 37-hour contracts.
- 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 concerns can be addressed satisfactorily.
- Teachers on yard duty remain with the classes until the class teacher returns from break. All teachers are asked to be punctual after breaks.
- Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a colleague assumes his/her duties in a reciprocal arrangement.
- All Special Needs Assistants 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/discipline policy covers incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. A first aid kit is available and all minor incidents are dealt with in the yard.
- In the event of a more serious incident – the supervising teacher brings the injured child in to the school, informs the Principal and parents are notified. During this time another teacher assumes supervision duties in the classrooms/ yard.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy).
- If children remain uncollected after 3.00p.m the school always ensures that a duty of care is provided until a parent/guardian calls.

Special Provisions

- a) On 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.
- b) 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.
- c) On wet days children remain in their classes under the normal supervision Rota. Under no circumstances are children allowed to run around in classrooms at break times.
- d) The school Safety Statement lists all hazards on the schoolyard and this document is available to all supervisors.
- e) Parents may request that their children be allowed leave during the school day due to appointments, etc. Parents are encouraged to use the “note from a parent” to inform the class teacher. Children must be collected in the classroom.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organized and safe out of school activities
- Reinforcing school rules termly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable