

St. Declan's National School

Bourne Avenue, Ashbourne, Co. Meath - A84KT02

School Roll Number: 19486K

Charity Number: 20201057

Phone: 01-8350594

www.decsash.ie

Email: info@decsash.ie

Twitter: @decsash



Supervision Policy

This policy was formulated by St. Declan's National School and is guided by The Health Safety and Welfare at Work Act (2005) which have placed a duty of care on teachers and the rules for National Schools 121(4) and 124(1) which 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. This policy was developed initially through a review of current practices and through consultation with parents, staff and the Board of Management. It will be periodically reviewed.

Contents

1. Introduction
2. Rationale
3. Aims
4. Before school supervision
5. After school supervision
6. Yard Supervision
7. Special Provisions
8. Success Criteria
9. Review and Ratification of the Policy

1.Introduction

In accordance with the Department of Education guidelines the staff of St. Declan's N.S. undertakes the supervision of all our pupils when they are on the school premises during school time and/or on school activities and outings. It applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

2.Rationale

This policy is in keeping with the Rules for National Schools 121(4) and 124(1) which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and/on school activities. This policy reflects the school's accountability under The Health Safety and Welfare at Work Act (2005) which has placed a duty of care on school staff. Our policy is in line with the school's Mission Statement, outlining our aim to foster respect, honesty, courtesy, responsibility, tolerance and consideration for others. School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all.

3.Aims

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while in the school (classroom, yard or other area), at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns of children outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.

4. Before School Supervision

- A.** The school will open to receive pupils at 9:05am daily. No responsibility is accepted for pupils arriving before that time.

- B.** There are three gates for pedestrian access which will be opened after 9:05am daily.

- C.** In accordance with our Child Safeguarding Statement, pupils will be supervised for 10 minutes before the bell rings at 9:15am.

- D.** Staff on pre-school supervision duty supervise the designated areas to ensure the safety of the pupils.

- E.** Before school supervision is organised by the principal at the start of the academic year.

- F.** The staff on pre-school supervision duty remain with classes until they are collected by the class teacher. After approximately fifteen minutes, exterior doors are then closed and anyone arriving late must come to reception, ring the bell and wait to be admitted. Latecomers are signed in upon arrival.

- G.** All parents are notified by the school of the times at which the school accepts responsibility for children. A message will be issued to parents at the commencement of the school year to inform parents on the arrival and dismissal procedures. This information is also communicated in our school newsletters.

- H.** On mornings when it is sufficiently raining, snowing or the school yards are deemed dangerous due to frost and/or slippery conditions, the pupils will be admitted to the school buildings at 9:05am. The decision to admit the children will be made by the principal and communicated to staff and parents via Aladdin. The children will be supervised by staff on such occasions.

5. After School Supervision

- A.** Classes will end each day at 2 pm (Junior/Senior Infants) and 3 pm (1st-6th)
Teachers will ensure the safe dismissal of children from their classes to the school gates. In Junior Infants, Senior Infants and 1st Class, teachers ensure the safe dismissal of children to parents, a designated adult or older sibling at the classroom door.

- B.** Parents/guardians collecting children are responsible for supervising their children after this time as the school cannot accept responsibility after 2:00pm (for Junior/Senior Infants) and 3:00pm (for 1st - 6th Class inclusive).

- C.** In the event of a child not being collected on time, the child should proceed to the office. The secretary/member of staff will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.

6. Yard Supervision

- A.** At the time of review of this policy, break times are 10:55 am to 11:10 am for morning break and 12:45pm to 1:15pm for lunch break.

- B.** We use a supervision rota for yard duty which is communicated to all staff on a termly basis. Teachers taking a course day should swap with a colleague if it coincides with their yard duty. If a teacher is unexpectedly absent, the Deputy Principal will organise another staff member to supervise.

- C.** Substitute teachers/SNAs will also participate in supervision as deemed appropriate by the principal/deputy principal. They will receive appropriate guidance in relation to supervision matters as necessary.

- D.** Teachers and SNAs are assigned to designated yards/supervision areas.
While SNAs provide individual supervision for designated children on yard

they can act in an observing and reporting capacity bringing incidents of inappropriate behaviour to the attention of the teacher on duty.

- E.** The teachers on break time supervision duty have their break for 15 minutes prior to break time during which children are supervised by the class teacher next door.
- F.** Children eat their lunches in the classroom. During this time children must not leave their seat. Children are not allowed to take food out onto the yard. Each class teacher ensures that children line up and walk to the yard in an orderly fashion. Junior and Senior Infants are escorted to their yard by their class teacher.
- G.** Minor injuries are dealt with by the teacher on the yard while children with more serious injuries are sent into the teacher on indoor duty at reception to apply ice packs, dress wounds or to ring home in the event of a head injury. Teachers on outdoor duty fill in an accident report for teachers on indoor duty to complete. Accident reports are signed by the staff who oversaw the actions taken and are kept on file in the school office.
- H.** Each teacher on yard duty will have access to a First Aid Pack and the supplies are checked and replenished on a regular basis by the secretary under the direction of the member of the In-School Leadership and Management team with responsibility for Health and Safety.
- I.** Children who are unwell during the school day or have a long-term injury are permitted to stay inside in the designated First Aid area at reception.
- J.** Children are encouraged to use the bathroom prior to going out on the yard. Children who need to use the bathroom during break times must always ask the teacher on duty first. Specific classroom/exterior doors are left open for bathroom access. All other exterior doors will remain closed during break times.

- K.** Rules of the school yard are communicated to children and parents regularly. Various consequences, as outlined in Code of Behaviour, are applied for children who break the rules. This includes use of a Time Out zone in each yard.
- L.** Each teacher brings out a clipboard with them for their designated yard and records any serious incidents on a record sheet. If there is any unacceptable or aggressive behaviour on the yard, the teacher may send the child(ren) in question straight into the supervised First Aid area indoors for safety reasons.
- M.** Children from 3rd -6th have access to the playing fields for GAA and athletic practise/matches at the rear of the school when weather permits and the surface of the pitch is suitable. These children will be supervised at all times by the coaching teacher(s).
- N.** At 11:10 am and 1:15pm an automatic bell sounds and children line up at their designated line. They are collected by their class teacher and proceed back to their classroom. The teacher on yard duty remains on the yard until all classes have been collected.
- O.** On wet days children remain in their classes. The normal supervision rota will apply for all breaks and the supervising teacher walks between classrooms. SNAs supervise children with special needs in their assigned classrooms.

7. Special Provisions

- A.** During out-of-school activities such as games, swimming, school tours etc. adequate levels of supervision are put in place based on the number of children present on the day, the age of the pupils and the nature of the activity. (See also School Outings Policy).
- B.** Parents or Garda Vetted volunteers may also be involved in providing additional supervision at school events. This will always be under the direction of a staff member (e.g. class teacher bringing class to swimming with a

parent). They should remind children regarding safety as appropriate (e.g. stay on the footpath, refrain from climbing etc.) However, the parent/volunteer will act primarily in an observing and reporting capacity bringing incidents of concern to the attention of the supervising teacher.

- C.** All families participate in the Allianz Personal Accident Insurance Scheme
- D.** If a teacher has to leave his/her classroom for a short period of time, the teacher next door will supervise both classes until they return.
- E.** Many Student teachers/SNAs also work as substitute teachers/SNAs in schools. Students who are in the school on Teacher/SNA Placement may also be involved in the supervision of pupils either individually or in conjunction with their assigned facilitating teacher, as deemed appropriate by the Principal/Deputy Principal. They will receive appropriate guidance in situations where they are acting in a supervisory capacity. They will be informed to report any incidents of concern to their facilitating teacher without delay.
- F.** If a teacher has to attend a meeting (e.g. with a parent, staff member or other professional) during the school day, supervision will be arranged with another staff member. Such arrangements will be overseen by the Principal or Deputy Principal.
- G.** When visiting teachers, speakers or coaches/tutors come to take a class, the class teacher will remain with the class.
- H.** Children in Junior and Senior Infants attending special education classes are to be accompanied to and from their classroom by the relevant teacher.
- I.** Children that need to be collected during the school day are collected by an adult from the secretary's office and must be signed out. Children cannot be collected from their classroom door.

8.Success Criteria



This supervision policy will be deemed successful

- By ensuring a safe environment for all pupils in our care.
- By ensuring school tours and off-site visits are conducted safely.
- By ensuring yard rules are reinforced on a regular basis

9.Review and Ratification of Policy

The policy was reviewed and ratified by the Board of Management on the 4th October 2022 and will be reviewed again in three years. It will be appropriately communicated to members of the school community and made available on our school website. Hard copies are available from the school on request.

Signed and dated:

| | |
|---|--|
|  |  |
| Mr. Noel Curtin | Mr. Cian Kearins |
| Chairperson of the Board of Management | Principal/Secretary to the Board of Management |
| Date: 4/10/2022 | Date: 4/10/2022 |