

# **St. Joseph's N.S., Leitrim Village, Roll No: 01125B**

## **Supervision Policy**

### **1. Introduction**

This policy was formulated by the Staff and Board of Management of St. Joseph's N.S., in September 2012 during Croke Park hours and reviewed in December 2016. The purpose of this was to inform new staff and remind existing staff of the existing practices in the school regarding the supervision of pupils. In recent years there have been many staff changes and many substitute teachers also work in the school, so it was felt that a policy was needed to keep all staff informed.

### **2. Rationale/ Background**

The B.O.M. and teachers in St. Joseph's N.S., acknowledges it has a duty of care to the pupils from the time school starts in the morning until school finished in the afternoon. The duty of care is clearly outlined in Rules 121 (4) and 124 (1) of the Rules for National Schools. The primary responsibility/duty of care for pupils falls on the class teacher. This duty of care is to take such care of his or her pupils as a careful parent would of his or her children. At all times the staff and B.O.M. strive to keep pupils safe at all times.

Teachers are obliged 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/or on school activities. This policy addresses the supervision of pupils at the following times: -

- Before/ after School
- At Break Times
- On Wet Days
- During the School Day
- On School Tours/ Trips

### **3. Content**

This policy will be looked at under the following headings: -

3.1 Before/ after School

3.2 At Break Times

3.3 On Wet Days

3.4 During the School Day (If a teacher has to leave his/ her classroom)

3.5 At Home time/ If children are not collected

3.6 On School Tours/ Trips/ Special activities

#### **3.1 Before/ after school**

Before and or after school supervision is **not** provided by the school. Children who arrive on the school grounds before 9:20 am or remain after 3:00 p.m. (2p.m. for Infant classes) are not the responsibility of the school. Parents are informed that before and or after school supervision is not provided in the school in the school Information Booklet, received on request for enrolment of a pupil. Parents are reminded of this again at the Induction Day and frequently after that via the regular communication newsletter, at least once per term.

## **3.2 Break Times**

### **3.2.1 Yard Duty Rota**

For both the morning and lunch break times the pupils will go to the school yard, unless it is raining. A roster for yard duty supervision is devised every year. This roster is updated several time during the school year to take into account school closures. The teachers and SNA's on yard duty are clearly named. Every member of staff is given a copy of this rota and it is also displayed in the Staffroom and inside the main door beside the first aid box.

If a teacher is unable to undertake yard duty supervision, for any reason, the duty is placed on that teacher to make alternative arrangements to ensure the yard is supervised in his/ her absence. This may involve teachers swapping yard duty or a teacher being paid back in the following week for extra yard duty undertaken.

Substitute teachers, depending on the duration in the school, will be required to undertake supervision duties. These duties will be discussed with the substitute teacher.

### **3.2.2 Dry Days**

Teachers on duty are allowed leave this classroom, no more than, 10 minutes before both breaks. The classroom door must be left open whenever the teacher is not in the classroom. A SNA will supervise the class.

During the morning break and at lunch time the teachers and SNA's on duty, as per rota, will be first on the yard.

When all pupils have left the school building the three doors to the school are locked. The teacher on the Junior yard will have the keys. Children are not allowed re-enter the school building, unless for going to the toilet. No more than three children will be allowed go to the toilet at any one time. The infant toilets are used for toilet access during lunch break. Children are discouraged from going to the toilet at the ten minute morning break. The door is locked after allowing children into the toilet and locked again once children are allowed out.

In the event of a pupils getting a cut or graze, the teacher on that yard sends two pupils (monitors) into the school building to obtain the first aid box/ ice pack. The teacher will clean with cut with sterile water, if necessary and apply a hypo allergic plaster. Other pupils will not apply plasters.

In the event of a serious incident the pupil's teacher will be notified immediately. The injured pupil will remain on the yard. If the class teacher considers the matter very serious, the child's parents will be informed as per the school policy on *Accident and the Administration of Medicines*. The principal is also notified.

Should a pupil have a toileting accident and need a change of clothes, two pupils are asked to give a message to the secretary to phone the pupil's parents. The pupil is not sent inside or to the secretary.

Serious injuries at break times are recorded on the accident sheets and given to the principal. Teachers are asked to use their personal judgement as to what other incidents should be recorded.

Pupils must stay within the sight of the teacher on duty. Therefore, pupils are not allowed go behind the shelter, prefab or school building. This is a school rule.

Pupils are not allowed leave the school grounds at any time. This includes getting a football which may go onto the road or into the site next to the school.

School rule must be obeyed at all times. See the school Code of Behaviour for a full list of school / yard rules

When the bell rings all pupils are to line up on their class line. The class teacher will take the class in form the appropriate door and walk their class back to the classroom.

### ***3.2.3 Encouraging good behaviour in playground***

The yard is divided into two parts, the Junior Yard and the Senior yard. Junior and Senior Infant play in the Junior Yard, the section closest to the school building. There are many trails on the yard, hopscotch and snakes and ladders game to encourage children to play. Pupils in First to Sixth class play in the Senior yard. This yard has a basketball court, two small courts, two number lines, a compass, circles and various shapes. Classes are also allowed bring out two balls per class ( one basketball and one football ). Children are encouraged to play ball games but a limit has to be placed on the number of balls to maintain safety. Children are asked to play across the basketball court and not the length of the court. Pupils are encouraged to play with their own class. Each class teacher may introduce a variety of other rules for his/ her class at yard time, as the need arises.

School rules regarding the yard are to be obeyed at all times. See the *School Code of Behaviour and the School Anti-Bullying Policy*

Children who misbehave many be sent to time out or onto the benches on Junior yard as punishment.

### **3.3 Wet days**

On wet days children will stay in their classrooms for break times. The teachers on yard duty will make a decision as to whether or not children are going out. All classes will be informed if the decision is to stay inside. The children remain seated at all times when inside on wet days. Children are not allowed walk around the classroom or leave their classroom. Monitors will stay in every classroom while the teachers on duty will circulate between the classes. The SNA's will remain with the children they are working with. Monitors are not allowed move from classroom to classroom. Children can watch a DVD on the whiteboard, draw/ colour a picture, read a book, play board games/ cards, or similar activity.

### **3.4 During the school day (apart from break times)**

In the case of an emergency and teacher has to leave their classroom he/she must leave the classroom door open and inform the teacher next door. That classroom door must also be left

open and that teacher will supervise the class during the teachers absence. A SNA or the school secretary is never to be left in sole charge of a class.

If a teacher must speak with a parent or visitor to the classroom the classroom door must remain open.

Children are never to be put standing outside a classroom. This is never acceptable. Children are to be sent on messages in two's, regardless of the age or class of the pupils.

If a pupil has to leave the school early any day the parent/ guardian is required to collect the child from the classroom. If a child is to be collected at break times the child must ask the teacher to re-enter the school building to collect his/ her school bag. This applies to all pupils.

### **3.5 At Home time/ If children are not collected**

Infants go home at 2p.m. The infant teachers will take children to the Junior yard. The children will line up and await to be collected. Children are not allowed leave the Junior yard until they are collected. At 3 pm pupils from 1<sup>st</sup> to 6<sup>th</sup> class are walked to the exit door by the class teacher. The children are encouraged to go immediately to the main gate where they will be collected by a parent/ guardian, get on a school bus, walk to a car or walk home.

If a pupil is uncollected at 3 p.m. a teacher or member of staff will phone the pupils parents. The pupil will remain outside immediately in front of the main door until collected. The pupil will be instructed to knock loudly on the main door to inform the teacher/ member of staff that they are leaving. Children will not be allowed walk home unless this is common practice and the child's parents/ guardian have given the child permission to do so.

Parents are reminded to collect this children on time both at 2 p.m. and 3 p.m.

### **3.6 Supervision away from school premises (school tours/ swimming etc.)**

In selecting tours, teachers take into account the supervision requirements. The class teacher will accompany the class and remain with his/ her class for the duration of the trip/ tour. A list of pupils going on the tour, medical conditions and parents contact details, for the relevant pupils are brought by each teacher. For school tours at least two teachers will go on every tour. At least one teacher on a tour/ trip will bring a mobile phone.

Should a serious accident arise while on tour the pupil's parents and the school are informed. If the injured pupil needs to go to hospital then the class teacher will accompany the injured pupil to hospital via ambulance.

If additional supervision is needed, as in the case of swimming, parents will be asked to volunteer. No volunteer will have unsupervised access to pupils. This also applies to all coaches and visitors to the school and parents volunteering in the school.

## **4. Ratification and implementation**

This policy will be implemented in full immediately once ratified by the Board of Management. This policy will be presented to the BOM for discussion and ratification in early 2017.

**5. Review and Communication**

This policy will be reviewed every two years or sooner, should the need arise. This policy is due to be reviewed again in December 2018. This policy will be issued to all teachers and school staff and will be uploaded to the school website for parents to read.