



# **Bandonbridge N.S. Supervision Policy**

**Date ratified by the Board of Management: 03/06/2021**

## **Introduction**

This policy was originally formulated in June 2021. It applies to all staff and children 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 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**

- All teachers are assigned supervision duties. The Principal and Deputy Principal devise a termly supervision schedule which is circulated to all teachers and SNAs who assist with the supervision of specific pupils.
- It is the policy of the school to supervise the school yard at all times during regular mid-morning and lunch breaks. Teachers assume a duty of care at 8:45 a.m. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8:45 a.m. The exception to this is for pupils who use the school buses which may arrive earlier than 8:45 a.m. The Principal will ensure these pupils are supervised until the official opening time.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- If parents indicate a worry about a particular child on the yard, all teachers (and SNAs where relevant) rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.
- At the end of breaktime, the teacher on duty rings the bell once and pupils freeze; on the second ring, pupils walk in an orderly fashion to the line-up area for their classroom.
- Teachers on yard duty remain with the classes until the class teacher returns from break. 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.
- Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Educational 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. Children are not permitted to report directly to the staff room if there is an incident on the yard.
- First Aid boxes are available in various locations in the school. A postholder is responsible for ensuring the first aid boxes are fully stocked. Specified staff members ensure the first aid boxes, icepack cooler bags and accident report book are brought to the designated playground areas at the beginning of the day and collected after the last breaktime.
- All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell or has sustained an injury which might need medical intervention, parents are alerted, usually by phone; head injuries are always reported to parents.

- If children remain uncollected at the end of the school day, the school always ensures that a duty of care is provided until a parent/guardian arrives.
- At all other times, each teacher is responsible for the supervision of all children under their care.
- The Principal/Deputy Principal and other designated teachers supervise the playground from the time of arrival of the 1<sup>st</sup> school bus each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.
- At dismissal time in the afternoon, class teachers escort their pupils to the waiting area at the front of the school to see children safely off the premises. The Principal/Deputy Principal and another designated teacher will supervise any pupils not collected promptly at the end of the school day. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Support Teaching and/or EAL Teaching are collected at the classroom door by the relevant teacher.

### **Special Provisions**

- a) 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.
- b) School Tours – taking into account the age and interest of the children and the curriculum being covered, tours will be arranged at various times to present the pupils with opportunities to further their education in a different environment. Staff will be extra vigilant when taking pupils out of school. Special attention will be paid to road safety, behaviour on the bus/train, specific needs/health issues for individual pupils, risks posed by venue (eg. adventure playgrounds etc).
- c) If a teacher is called from his/her classroom to meet with a parent or outside professional (NEPS, S&L therapist, social worker etc.), another member of staff will be released to cover. However, it is school policy to request parents to make appointments.
- d) On wet days children remain in their classes under the normal supervision rota.
- e) When visiting teachers such as a sports coach, choir teacher, author etc. comes to the school to lead a workshop or training sessions, the class teacher must remain with the class and retains responsibility for supervision.
- f) Neither SNAs nor pupils are ever left in sole charge of a class.
- g) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- h) Parents/Guardians may request that their children be allowed leave during the school day due to health commitments etc. Parents/Guardians should phone or email the school in advance to ensure that the class teacher is aware of this. The secretary will record late arrivals or early leaving on the Aladdin portal.
- i) Parents/Guardians must access the Aladdin Connect app to record absences and provide reasons for these absences.

### **Success Criteria and Review**

- Ensuring a safe child-friendly school building and 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 will be fully operational from September 2021.