

**DROM NATIONAL SCHOOL  
SCHOOL POLICY PLANNING**

# **SUPERVISION**

## Supervision Policy

### Introduction

This policy was originally formulated in 2004, redrafted in 2008 and updated in 2011. The policy will be reviewed on an annual basis from 2011. 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 behavioral 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:  
11.00am – 11.10am: Children are supervised in the school yard.  
12.30pm – 12.35pm: Children are supervised by the supervising teacher in their classroom.  
12.35pm – 1.00pm: Children are supervised in the school yard.
- The school opens at 9.20a.m. Teachers assume a duty of care at 9.20am. Supervision is provided on the yard from 9.10am to 9.20am. as part of the Croke Park Agreement Provision. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am. In cases of adverse weather conditions, the person charged with supervising the children between 9.10a.m. and 9.20a.m. will take the children into a classroom and supervise the children until 9.20a.m. at which time, each individual class teacher will then assume responsibility for the children. Due regard is given to Child Protection. No adult will supervise an individual child. Children will be requested to stand in a sheltered area until such time as a number of children are present to be supervised.
- A Rota for supervision is drawn up by the Principal 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.
- With effect from the beginning of the 2013/14 school year, participation in the Supervision scheme will be compulsory for all teachers. The Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to same.
- With effect from the beginning of the 2013/14 school year, each teacher will be required to provide 43 hours supervision per annum. This will also include providing substitution cover for absences.
- 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. 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 school's Anti-Bullying Policy and Code of Behavior covers incidents of misbehavior.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty with the assistance of senior students where appropriate. Children are not permitted to report directly to

the staff room if there is an incident on the yard. The teacher on yard duty can ask another member of staff to supervise the yard if it is necessary to deal with a child who has sustained more substantial injuries. A senior child will be sent to the staff room to request assistance. The teacher dealing with the child will request two additional children to accompany him / her when dealing with the child should it be necessary.

- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy)
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

### **Special Provisions**

- a) In relation to out of school activities such as games, swimming, tours etc. provisions are put in place to ensure adequate levels of supervision are put in place.
- b) If a teacher is called from his/her classroom to meet with a parent, the member of staff will stand at the door of his/her classroom while speaking to the parent. However, it is school policy to request parents to make appointments.
- c) On wet days children remain in their classes under the supervision of the teacher responsible for supervision on that day. Children from senior classes assist the supervisor.
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school asks teachers to maintain a presence.
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- f) Parents may request that their children be allowed leave during the school day due to health commitments etc. The school asks parents to put such requests in writing and informs the parents that the pupil 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 was ratified by the Board of Management on 6<sup>th</sup> December 2011. This policy was reviewed in September 2016.

### **References**

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General

Date of next review: September 2017.