



Supervision Policy

A. Introductory Statement and Rationale

Introduction

This policy outlines the supervision practices in our school and applies to all staff and children during school hours, especially in the areas of assembly and dismissal of pupils, playtime and all school related activities.

Rationale

Rules 121 (4) and 124 (1) of the Rules for National Schools and Section 23 (2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and during all school 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.

B. Relationship to the Characteristic Ethos of the School

This policy is in keeping with the Malahide/Portmarnock Educate Together National Schools ethos of providing a safe and secure environment for all pupils and the wider school community.

C. Aims and Objectives

The aims of this policy are:

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play in the playground 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.

D. School Procedures

Pre-opening Supervision

- All staff are assigned supervision duties.

- A rota for supervision is drawn up by a post holder in consultation with Principal/staff and this Rota is displayed on the staff room notice board.
- All staff will supervise in the morning between 8.05am and 8.15am as per timetable. This supervision will be counted as hours recognised as working hours in relation to the Public Service Agreement as approved by the Board of Management and as part of post-holders duties.
- Parents may stay in a designated area if they arrive between 8.05am and 8.15am. If children are not in their class line, they must stay with their parents/guardians.
- Teachers assume a duty of care at 8.15am.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.05am.

Dismissal

- Teachers are responsible for seeing their pupils off the premises each afternoon at the end of the school day. The children must wait in their line until the teacher has identified that the person collecting child is there and hands over to them.
- It is the responsibility of parents/guardians to make arrangements for the collection of their children at 12.55pm for Infants and 1.55pm for the rest of the school.
- If children are not collected after 12.55 or 1.55pm respectively, the school always ensures that a duty of care is provided until a parent/guardian arrives.

Break Time Supervision

- It is the policy of the school to supervise the school playground at all times during regular breaks. First Break - 09.55am to 10.15am and Second Break - 11.55am to 12.15pm.
- Yearly the principal and staff will agree "adequate supervision" during breaks. There is no agreed definition of "adequate supervision" as the degree of supervision required will vary with the circumstances.
- Rules of the school playground are reviewed and revised continually and communicated to children regularly.
- No child may enter the building without permission during break times.
- All children are encouraged to go to the toilet before going out to the playground. If a child needs to go to the toilet during break the following procedures apply:
 - Younger children, and children who may require attention, are accompanied to the toilet by a staff member.
 - Older children go in pairs.
- Each teacher collects his/her class once the bell rings.
- Teachers on playground 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 the substitute list will be used and another teacher will assume his/her duties.

- If parents indicate a worry about a particular child on the playground, all teachers are informed of the concern so that the particular concerns can be addressed satisfactorily.
- All Special Needs Assistants are on duty during breaks.
 - While SNAs 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 playground duty. The schools Code of Positive Behaviour and Anti-Bullying policy covers incidents of misbehaviour.
- On wet days, children remain inside. The class teacher ensures that children have appropriate activities. Teachers on duty patrol the corridor, and where possible, an adult is present in each classroom. Children from senior classes may assist the staff on duty.

First Aid on Playground

- Children with injuries/complaints are dealt with directly by the staff member on playground duty (See Health and Safety Policy).
- First Aid boxes and Accident Report books are kept as a matter of procedure. All accidents, where there is injury involved, should be noted in the Accident Report Book by whomever is on First Aid Duty. Where staff suspect that a child is unwell or if a child has had a bang to the head, parents are alerted by phone.
- The Schools Health and Safety Policy and Child Safety Risk Assessment lists all hazards on the school playground and supervisors are accordingly briefed.
- In the case of an emergency, staff on playground will use the red card system and send two children to the nearest adult.

All Other Supervised Times

- At all other times each teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should not leave their classroom unsupervised during classtime. If the teacher is absent from the room for a short period, a staff member or the teacher in the nearest classroom supervises until he/she returns.
- Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.
- 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 outside of school hours.
- **School Tours/Out-of-School Activities**
 - Staff will be extra vigilant when taking children out of the school. Special attention will be paid to: road safety; behaviour on bus, risks posed by particular venues (e.g., adventure playgrounds etc.).
 - The *minimum* supervision ratio will be 15:1 (adult) with individual adults in charge of specific groups.
- **Visiting Teachers**
- Sometimes visiting teachers come to the school. They are required to have Garda vetting and teachers will remain present as the activity is taking place.
- **Temporary Withdrawal:**

- a) On occasion, parents may request that their children be allowed leave during the school day due to health commitments etc. It is the responsibility of the parent to collect the child from reception and to return the child to reception afterwards. Parents are discouraged from leaving their children at the school gate and letting them return to class alone. The pupil is the responsibility of the parent from the time they leave the school building until they return to the school building.
- Should children have to leave the school for any reason prior written consent is necessary.

E. Success Criteria and Review

The criteria that will indicate success are as follows:

- A safe, child-friendly school playground
- Well organised and safe out of school activities
- School rules revised on a regular basis
- Supervision ratios reviewed as the need arises
- Procedures altered as the need arises

F. Implementation/Ratification and Review

This policy was ratified by the BOM on 13th March 2019. This policy will be reviewed in 2023 or as the need arises.