

## **St. Brigid's N.S., Ballysax - Supervision Policy**

### **Introduction**

The Supervision Policy of St Brigid's National School 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 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 in the school building or at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns within and 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.
- It is the policy of the school to supervise the junior school yard and the senior school yard at all times during regular lunch breaks.
- Teachers/SNAs assume a duty of care at 9.05am on both the senior and junior yard. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.05am.
- A Rota for supervision is drawn up by a member of staff in consultation with the Principal/staff and this Rota is displayed on the staff room notice board.
- Rules of behaviour while on yard at break times are revised regularly with the children. (Refer to Code of Behaviour)
- Safety procedures for yards at break-times are reviewed and revised as is necessary and communicated to children regularly. (Appendix 1)
- If parents indicate a worry about a particular child on the yard all teachers/SNAs 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 who have a planned absence can swap supervision duties with a colleague ahead of time. 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 Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Each teacher and SNA has a First Aid Bag. A child may be sent to the school office if the injury is deemed serious where they are tended to by the secretary or an available teacher. Children are not permitted to report directly to the office if there is an incident on the yard.
- All accidents where there is serious injury involved will be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher.
- Any injury to the head will be reported to parents/guardians and also to the ambulance services if deemed necessary.
- Serious injuries will be reported to parents/guardians and also to the ambulance services if deemed necessary.
- Where teachers suspect that a child is unwell parents/guardians are alerted, usually by phone.
- If children remain uncollected at dismissal time, the school always ensures that a duty of care is provided. The parent/guardian will be contacted. The child will be supervised until collected.
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the evening, each class teacher brings their class to the exit door and sees the children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Teachers/SNAs have an alerting system, called the Blue Folder system, if extra adult help is needed immediately.
- Children who are withdrawn from their mainstream classroom for learning support should be collected at the classroom door by the relevant teacher.

### **Special Provisions**

- a) 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.
- b) If a teacher is called from his/her classroom, another member of staff may be released to cover.
- c) On wet days children remain in their classes under the normal supervision Rota.
- d) When visitors, or example a Dental Nurse, a Community Garda etc come to speak to a class, class teachers maintain a presence. The same applies for when a student teacher is in a classroom.

e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed. (Refer to Safety Statement of St Brigid’s NS)

f) Parents/guardians may request that their children be allowed leave during the school day due to health commitments etc. The pupil is the responsibility of the parent/guardian for the duration of the out of school activity and must record in the Sign Out book at what time they removed and/or returned the child.

**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 annually
- Altering or adjusting procedures deemed to be inoperable

**Ratification**

This policy was ratified by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson, Board of Management

**St. Brigid's National School, Ballysax, The Curragh, Co. Kildare.**

**Safety Precautions on Yard at Break-times**

**General**

- In the Code of Behaviour for St Brigid's NS, the expected behaviour for the playground is detailed. Each class will be made aware of this and children will be expected to adhere to it.
- Children should walk out allocated door when going out at break times.
- Children who play on backyard should walk to their allocated play area.
- Children must ask permission to re-enter the school from the staff member on duty who will give them a clothes peg. The child must give back the peg to the staff member on their return.
- When using toilets at break times, children must use their own classroom toilets. Otherwise children may not re-enter the classrooms during the break times.
- The bell rings to signal the end of the break time and children are to walk to their line and stand quietly.

**Front Yard**

- Junior Infants and Senior Infants at the side of the building beside the green shed. Junior Infants adjacent to the Senior Infants. .
- 1st Class at the front of the school near the front gate.
- 1st Class may not go past the yellow line on the path or at the front gate.
- Children may sit on the bench at the front and play appropriately.
- Children may play on the grass if it is deemed dry enough by a staff member.

**Back Yard**

- Children must stay in sight of staff member on yard:
  - Going behind or around the shed is not permitted.
  - Going past the gable end of the school is not permitted.
  - Going around to the front of school is with permission only.

- A rota of classes is in place for using the walking/running track and playground equipment each day. Classes may use this at lunchtimes when it is their turn to do so. Children are expected to adhere to the same expected rules of behaviour while using the track or playground equipment.
- Children may not leave the yard during break times without permission.

**In case of inclement weather**

- Football/soccer may only be played if children have a change of trousers/tracksuit/shorts and shoes for the purpose - “No gear, no grass”.
- Children without this change of clothes are to play on path/tarmac unless the staff member on the yard deems the grass dry enough to play on.