



Supervision Policy of Scoil Chríost Rí

Caherdavin,

Limerick.

V94N229

Roll number: 19331E

**School Patron/s: Catholic Church, Bishop Brendan
Leahy**

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Introduction:

This policy was revised in October 2022. It applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

Rationale:

- Our aim is to provide a safe place for all the children in our care. In Scoil Chríost Rí Primary School we value a safe environment and work towards providing that for the entire school community.
- 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.
- The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.
- Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal

in the afternoon. (Ref: Primary Education Management Manual 3:2.7).

- While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of pupils who arrive at the school before 8.40am or who remain in the vicinity of the school after school hours awaiting collection.

Legislative Context:

- Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
- The overall responsibility for the day-to-day management of school supervision rests with the principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the principal teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.
- Circular 18/03: “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/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the pupils in the school in which they teach, including periods of supervision, is not changed.”

Policy Statement:

Pre-school supervision procedures

- The school will open to receive pupils at 8.40am. All pupils will proceed to their classroom where they will be supervised until instruction time begins at 8:55am. From September, while settling in, new in-coming Junior Infant pupils will assemble and be supervised in the lobby area until they are brought to their classes at 8:55.
- Teachers on pre-school supervision duty supervise the designated areas from 8:40 until class instruction commences at 8:55 to ensure the safety of the pupils.

- 2 teachers to supervise Senior Corridor,
- 2 teachers are rostered daily to supervise the school entrance for all pupils
- 1 teacher to supervise Infant corridor
(see below for yard duty explanation)

	A1	A2	B1	B2	C1
Morning duty: 8:40- 8:55am	Front door	Infant corridor	Senior corridor	Senior corridor	Front door

- Timetabling for supervision is on a rota organised by the deputy principal. The teachers and principal are organised into groups to undertake supervision. SNAs attend to their assigned pupils at this time.
- The principal will oversee the opening of the school gate and facilitate the safe entrance of all pupils into the premises.
- The teachers on pre-school supervision duty remain with classes until the class teacher commences instruction.
- All parents are notified by the school of the (1.) arrival and (2.) dismissal times. This information is communicated to new incoming parents via a prospectus and to the remaining parents on the school website. Any changes to (1.) or (2.) will be communicated via Aladdin text/website.

Procedures for supervision at mid-morning break and lunch time

The teachers are organised into groups to supervise at break and lunch time. The Deputy Principal is responsible for the rotas. The rota is displayed in the staffroom, office and in the lobby of the main building. Each teacher is given a copy.

Small break: 10:45-11:10am:

10:45-10:55am:

Classes Junior Infants up to 3rd class are accompanied to the yard by class teacher who remains with them until supervising teacher commences duty.

Classes junior Infants to 3rd play in relevant yard

Junior Infants-Yard A

Senior Infants -Yard C

1st 2nd and 3rd Class -Yard B -3 areas

1.Astro turf (near scout hall)	2. Astro Turf	3.Tarmac area
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One teacher to supervise both areas-Astro turf and tarmac area.

1st 2nd and 3rd classes rotate between zones 1,2, and 3 on a weekly basis ,which is timetabled.

4th to 6th classes -eat their snack in classrooms, under supervision of teacher on duty.

10:55am-11:00am :

Pupils (classes Junior Infants to 3rd)line up in yard in designated areas and are accompanied into their classrooms by relevant teacher on duty.

Classes-4th to 6th are instructed to line up in class and enter yard under the supervision of teacher on duty , who continues to supervise them in the yard ,after junior classes have exited yard B.

11:00am -11:10 :

Classes Junior Infants to 3rd eat their snack in their classrooms under supervision of rostered teacher who continues supervision until class teacher returns to class to commence instruction.

Classes-4th to 6th to remain in yard under supervision of rostered teacher until class teacher arrives for collection.

Classes-4th to 6th Yard B -3 areas

1.Astro turf (near scout hall)	2. Astro Turf	3.Tarmac area
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Big break:12:45-1:20pm

12:45-1:00pm

- Classes Junior Infants up to 3rd class are accompanied to the yard by class teacher who remains with them until supervising teacher commences duty.

- Classes junior Infants to 3rd play in relevant yard

Junior Infants-Yard A

Senior Infants -Yard C

1st to 3rd classes- 1st 2nd and 3rd Class -Yard B -3 areas

1.Astro turf (near scout hall)	2. Astro Turf	3.Tarmac area
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Ist 2nd and 3rd classes rotate between zone 1,2,and 3 on a weekly basis ,which is timetabled.

4th to 6th classes -eat their snack in classes , under supervision.

1:00-1:05pm

- Junior Infants to 3rd line up in yard in designated areas and are accompanied into their classrooms by relevant teacher on duty.
- Classes-4th to 6th are instructed to line up in class and enter yard under the supervision of teacher on duty who continues to supervise them in the yard after junior classes have exited yard B.

1:05-1:20pm

- Classes Junior Infants to 3rd eat their snack in their classrooms under supervision of rostered teacher who continues supervision until class teacher returns to class to commence instruction.
- Classes-4th to 6th to remain in yard under supervision of rostered teacher until class teacher arrives for collection.
- Classes-4th to 6th Yard B -3 areas

1.Astro turf (near scout hall)	2. Astro Turf	3.Tarmac area
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- Teachers on yard-duty supervise the yards to ensure and encourage the safety and good behaviour of the pupils.
- On the B yard two teachers are on duty at all times. This yard is divided into two sections, with one teacher supervising in each section. *See below for yard duty explanation.*

	A1	A2	B1	B2	C1
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Small break: 10:45-11:10am	A yard (Junior infant yard) 10:45-10:55 and 12:45-1pm.	Bláth na nÓg 10:45-10:55 and 12:45-1pm.	B yard (astroturf) 10:45-10:55 and 12:45-1pm.	Senior corridor 10:45-10:55 and 12:45-1pm.	C yard (Senior Infant yard) 10:45-10:55 and 12:45-1pm.
Big break: 12:45-1:20pm	Then supervise infant corridor 11:00-11:10 and 1:05 - 1:20pm.	Then supervise tarmac of B yard 11:00-11:10 and 1:05-1:20pm.	Then supervise senior corridor 11:00-11:10 and 1:05-1:20pm.	Then supervise astroturf of B yard 11:00-11:10 and 1:05 to 1:20pm	Then supervise infant corridor 11:00-11:10 and 1:05-1:20pm

Yard Teacher/SNA Breaks:

SNA and yard duty teachers:

Small break:10.30-10.45

Lunch: 12:25-12:45

General Procedures:

- On days of inclement weather the same rostered teachers supervise the classrooms and corridors. A1 and C1 teachers to supervise Junior Corridor . A2 teacher to supervise Bláth na nÓg .B1 and B2 teachers to supervise Senior Corridor.
- School rules covering Yard rules (and rules for wet days) are revised and reviewed regularly and are repeated often to the children. A copy of the ‘School Rules’ is displayed in each classroom.
- The person on yard duty remains in situ until all classes have been collected by their teachers.
- Teachers will bring to the attention of the deputy principal/ principal any matter requiring corrective action.

- While SNAs provide individual supervision for designated children with SEN at lunch and break times, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- In the event of necessary corrective action, the pupil involved may be asked to stand out for a short period. The class teacher is informed on his/her return if necessary.
- Incident Report books are collected by the teachers on yard duty prior to supervision and returned when supervision is complete. The first aid bags and ice packs are stored in office for daily collection by teacher on duty.
- Pupils with minor injuries will be given medical assistance and seated for necessary period by supervising teacher.
- Children excused from yard for medical reasons will be accompanied to the lobby area by an SNA.
- All accidents where a significant injury is involved are noted in the Incident Report Book by the teachers on supervision and reported to the class teacher.
- The principal is informed when an accident occurs and where teachers deem it necessary, the child's parents will be informed. If there is an incident of a significant head injury, they will be brought directly to the lobby area by an SNA. The principal and class teacher will be informed. The parents will also be notified and asked to collect the child as soon as possible.
- In the case of a child reporting sick in the yard, the teacher on yard duty will consult with the class teacher before the parent is notified.
- There will be an additional First-aid box to be kept in the central lobby and ice-packs are kept in the office freezer.
- Two 6th class play-buddies are assigned by the 6th class teacher to assist with the infant classes up to 2nd. They assist with their lunches and organise games.
- Hot lunches to be distributed during the 2nd break and all waste packaging collected by the lunch operator.

. • Religious Ceremonies: The children of Parents who have a fundamental objection to their children attending Mass, have the option of (a) having their child carry out work at the back of the Church/Class (b) be collected from the school premises to return post Religious ceremony ,or (c) to work under the supervision of a SET in school.

• In cases of unplanned teacher absence and where the teacher is unsubstituted, the Class SET or other designated SET will teach the class, to be organised by the Deputy Principal.

Dismissal of Pupils:

• At 1:45pm, Junior and Senior Infants class teachers will accompany their classes to their designated point of dismissal (lobby area).

• At 2:45pm, 1st to 6th Class teachers will escort pupils to lobby .

• Pupils from Junior Infant to First Class will remain in the foyer under the supervision of the Class Teacher/SET until the relevant parent/guardian presents for handover.

• 2nd to 6th Class teachers will escort pupils to lobby, out the front door and safely off the premises.

• In the event of a child not being collected on time, the child will proceed to/remain in the foyer. The Class Teacher will call the relevant parent or guardian and arrange for the child to be collected from the foyer as soon as possible.

• Contact details for parents are available in the office or on Aladdin. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.

• Children who are attending after school-activities will adhere to the Extra-Curricular Activities / Sporting Activities / School Tours and will remain under the supervision of the teacher until dismissal.

• Out of school activities such as games, tours, visit to Church, are supervised by school staff. The level of supervision is usually at least one adult per 15 children.

• Back up provisions are put in place to ensure adequate supervision is provided. The level of supervision is determined by the principal in

consultation with the staff taking into consideration the particular activities involved and the needs of the children taking part.

Student teachers, visiting teachers, instructors and facilitators:

- Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators (such as Roots of Empathy Facilitators, Music Generation members, GAA, Rugby, Soccer and Tennis instructors) come to work with the class, teachers are to remain with the class.

Teacher absences :

- In the event of a planned absence, it is incumbent upon the teacher to arrange for another teacher to swap supervision duties.
- In the event of an unplanned absence, the Deputy Principal will organise the swap.
- On return to school, the teacher who was absent will arrange to make up the missed yard duty with his/her replacement.
- If leave is substituted, the substitute teacher will replace the absent teacher on the yard rota, if rostered for that day, Deputy Principal responsible for this communication .
- In the event of a non-substitutable teacher absence, the class SET will provide class instruction. If Class SET is unavailable Deputy Principal will elect and inform other SET.

Brief absences during the school day

- Unless unavoidable, teachers should not leave their class unsupervised.
- When a teacher has to leave a classroom for any reason, she/he informs the Class SET and arranges for the supervision of his/her class.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. Appointments will be made for parent/teacher consultations at a time convenient for all parties and supervision of the pupils will be provided for when necessary.

Provisions for pupils with appointments off campus

Parents may request that their children be allowed to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:

- Where a child needs to leave school during the school day, for a dental, medical or other appointment, the child's parent or designated adult must sign the register in the school secretary's office. At this point responsibility for the child's safety is transferred to the parent/designated adult. *(Please note that pupils will only be released for appointments into the care of a parent or designated adult .*
- Where possible, parents must notify the school in advance in person, by telephone ,text ,Aladdin or in writing. They must provide a reason for their early departure, the time that they wish to collect their child and the approximate time of return, if applicable.
- The child is collected from his/her classroom by the School Secretary or Staff Member and handed over to designated parent/guardian at the front door.

Other considerations:

- A 24-hour personal accident insurance cover is available to all pupils.
- If pupils are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, choral work etc., notification is sent to the parents in advance by Text/Aladdin and a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the child's parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

Roles and Responsibilities

- The deputy principal is responsible for drawing up and updating the supervision rota.
- The effective supervision of pupils before school (8.40 – 8.55am), during breaks and lunch periods is undertaken by the teachers and principal. SNAs have responsibility for designated pupils at these times.
- Children with injuries/complaints are dealt with directly by the teacher on supervision duty.
- Effective supervision of the pupils must be maintained by all teachers and SNAs during assembly and dismissal.
- Teachers supervising at break/lunch times are expected to ensure that the pupils:
 - Do not run in the corridors
 - Do not enter the building without permission
 - Do not behave in an unruly manner that is likely to endanger themselves or others
 - Do not play in a rough manner
 - Do not leave the school premises
 - Line up in an orderly, prompt fashion with their class
 - Do not move seat /furniture around classroom
 - Remain Seated unless otherwise clarified by class teacher
 - Comply with school and yard rules
- Teachers are expected to :
 - Walk continuously through play areas
 - Report any potentially hazardous item area ,etc. to the principal
 - Confiscate from pupils any items that could cause injury. These may be returned at the end of the school day if the teacher is satisfied that the item(s) is/are unlikely to be used to cause injury at this time. If in doubt,consult with the principal.
 - Allow pupils into school (e.g. for toilet use) only when accompanied by another pupil.
- Children with injuries/complaints are dealt with directly by the teacher on supervision duty.

- Effective supervision of the pupils must be maintained by all teachers and SNAs during assembly and dismissal.
- Class teachers delegate one pupil to be in charge of selecting an age appropriate Movie for Class viewing on Wet Days.
- Class teachers choose suitable board games e.g. Chess ,Draughts ,Snakes and Ladders, HeadBandz , Boggle, Who Am I etc., card games for Pupils to distribute and use on wet days.
- When the bell sounds, teachers collect their classes from the yard and bring them to their classrooms promptly.
- Teachers are not responsible for children on the way to or from school. Teachers are not responsible for children on school property before 8.40am or after dismissal.

Bringing children out of school

Bus journeys for School activities

- If the bus is parked on the side of the road the teacher must be the first out of the gate to check for traffic and general safety
- The teacher must ensure that the pupils walk in an orderly fashion and behave in a safe manner on the bus
- As in school, courtesy, good manners and addressing people properly are demanded of the pupils. The pupils should be taught and reminded regularly of this.
- At swimming, use of vending machines is not allowed unless with the teacher's permission
- When crossing the road,the teacher must supervise the crossing.

Sports/Activities

- If a child is known to have had an injury, the teacher should get approval from the parent/guardian before he takes part in sport as normal.
- The teacher must be acquainted with the techniques ,principals and safety rules of the sport /activity that s/he is teaching.
- If a child has an injury, he does not take part in activity where there is a foreseeable risk that the child may suffer further injury.
- Appropriate warm-up activities should be undertaken before more vigorous activity.
- Weather playing conditions-If these make the activity hazardous, then postpone the activity.
- If refereeing, the teacher needs to ensure that the refereeing duty does not get in the way of his/her supervision of the activity,
- Sports equipment-check before use that it is safe-if in doubt don't use it.
- Supervision while the pupils are changing for sports ,is necessary though not a presence as this could be interpreted as an invasion of privacy.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- School tours and off-site visits are conducted safely
- Yard rules are adhered to

Review

Review supervision duties and practice yearly /when deemed necessary.

Communication and Monitoring

This policy is an integral part of the culture of Scoil Chríost Rí B.N.S. and will be subject to regular review. The safety and welfare of our pupils is central to our mission as educators. The policy will be reviewed initially after one year and then every 3 years unless there is a compelling reason to review it earlier.

This review is dated January 2023.

Ratified by the Board of Management of Scoil Chríost Rí B.N.S.

Signed __Tom Mitchell_____ Date February 2023

Chairperson