

St. Dymphna's School

Supervision Policy

Reviewed October 2023-2024

Introduction

This policy was updated in November 2022 by the Principal after consultation with staff. It applies to all staff and pupils during school hours, break times, and on all school related activities.

Rational

The school acknowledges that adequate supervision is intrinsic to the safety of pupils in our school.

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 Court judgments have placed a "duty of care" and accountability on schools that must be underpinned by a policy covering all possible eventualities.

This policy will be reviewed annually with staff and the Board of Management.

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

The majority of our pupils travel to and from school on transport, and buses arrive between 9.10 am and 9.20.

The school is open to receive pupils from 9.10am.

The arrival of each bus is announced by the school secretary and the Principal meets the school buses each morning with the class SNA's

Pupils are not permitted by the bus escort to leave the bus until a staff member is there.

At the end of the school day the Principal announces the buses as they arrive and pupils are escorted to the bus by their class SNA.

Pupils are not allowed to get on a bus that has no escort.

If a class teacher is delayed or absent pupils will be sent to another class – as set down in class allocation list- when they arrive in school.

Parents who bring their children to school are advised that the school does not open for pupils before 9.10 am.

All class teachers are assigned supervision duties and a Rota for supervision is drawn up by the Deputy Principal in consultation with Principal/staff and this Rota is displayed on the staff room notice board and a copy given to each class teacher and displayed in the classroom.

Pupils are supervised by a teacher for all school breaks and are assisted by SNA's who may be assigned to individual pupils and can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on duty.

At 11 am- to 11.15 all classes have a social time outside. In the event of bad weather, the classes use the GP room (room unavailable Wednesday) dining room or classroom for an inside break There is a teacher on duty for Class 1 and 2 for all breaks and SNA's. If a class is split the pupils take their breaks with the class they have been assigned to.

There are two teachers and Class SNA'S on duty for Post Primary pupils food break and for their social skills time.

If staff absences mean there is inadequate supervision for outside social time, pupils remain inside.

Class teachers should ensure there are adequate staff, including a teacher, outside before sending pupils out.

Class teachers and SNA's on break collect the pupils from the playground at 11.15.

As delays in collecting pupils on time can lead to misbehaviour staff should advise another teacher if they are unavoidably delayed so that the teacher and SNA'S on duty are aware that they will need to remain with the pupils until the teacher arrives.

Pupils in Class 1 and 2 have a lunch break at 12.05 and a social skills break at 12.40.

Pupils in the Post Primary classes have a lunch break at 12.40 and a social skills break at 1.10pm

The Principal will do break and lunchtime supervision generally with the Primary pupils and provide additional support as required with the Post Primary break times.

The school has a range of outdoor and indoor games and equipment for pupils.

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.

If parent or staff 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.

Children with injuries/complaints are dealt with directly by the teachers on duty.

Teachers on duty pass on any information they feel is relevant to class teachers.

First Aid boxes and Incident Report forms are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is an injury involved should be noted in an Incident Report form by the teachers on supervision duty or by the relevant class teacher. Parents are informed of all accidents/injuries by the class teacher by note or phone call. When teachers suspect that a child is unwell parents are alerted, usually by phone.

If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian arrives.

Each teacher is responsible for the supervision of all children under their care.

At dismissal time at 3pm Class teachers assisted by SNA's supervise the pupils as they get on their buses. Escorts remain on the buses and if an escort is delayed the pupils remain with their class teacher until the escort arrives.

Teachers should never leave their class unsupervised and when this is unavoidable the pupils should be sent to another classroom as set down in class allocation list or the teacher should inform the next door teacher to supervise their class.

Parents and therapists who work with the pupils are advised to make appointments to see class teachers after 3pm to avoid disrupting classes.

Classes who go to specialist subject teachers or who are involved in out of class activities in school will arrange to have pupils collected from their classroom or accompany them to the subject classroom,

Special Provisions

- a) Out of school activities such as games, swimming, tours, will be dependent on adequate levels of supervision being in place. This will be decided by class teachers in consultation with the Principal. The level of supervision will be dependent on the needs of the pupils.
- b) All teachers should ensure that the daily roll is completed on Aladdin as soon as pupils arrive and at the same time every day. All classes are asked to complete by 9.45 am and only pupils who are present should be marked in. Late arrivals can be recorded with the time of arrival, but the roll cannot be changed once it has been completed. Teachers can the next day record the reason for the late arrival or absence.
- c) All staff must inform the principal if they are leaving the school premises during the school day and sign out at the main entrance.
- d) If a teacher wishes to take pupils off the premises during the school day the agreement of the Principal is required. In the Principals absence the request should be made to the Deputy Principal. The sign in sheet at the main entrance should record the time, class and staff who are out.
- e) If a teacher is called from his/her classroom to meet with a parent the class will need to be divided as per class allocation list. However, it is school policy to request parents to make appointments outside school time.
- f) When visiting or student teachers take over a class the class teacher should be present at all times. SNA'S should not be left in sole charge of a class.
- g) The school Health and Safety Statement lists all hazards and is due to be updated.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules each term.
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Implementation

This policy was agreed by staff and ratified by BOM on 25 October 2023

This policy will be reviewed in May 2024

Signed: [Signature]
Chairperson of ~~Board~~ of Management

Signed: [Signature]
Secretary/Principal

Date: 25 October 2023

Date: 25/10/23