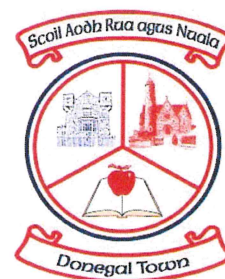


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## **Supervision Policy 2022**

### **Introduction**

This is a review of our existing Supervision Policy which was originally formulated in February 2007. It involved consultation with teachers, SNA staff, Board of Management and with the school's parent body via the Parent's association. It applies to all staff and pupils during school hours, break times and on all school related activities. This policy should be read in conjunction with other school policies including:

- Child Safeguarding Statement.
- Child Safeguarding Risk Assessment.
- Code of Behaviour, Etiquette and Disciplinary Procedures Policy.
- Anti – Bullying Policy.
- Attendance Policy
- Health and Safety Policy.
- Acceptable Use Policy. (internet)
- Schools mobile phone policy.

### **Rationale**

To identify and document supervision practices which are implemented in Scoil Aodh Rua agus Nuala. These practices are in keeping with The Rules for National Schools 121(4) and (124) which oblige teachers and SNA Staff to take all reasonable care 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 & Welfare at Work Act 2005 and recent court judgements 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 reflects the school's ethos of providing a safe, secure and happy environment for learning for all pupils, staff and the wider community.

The safety and well-being of each pupil is of paramount importance to the whole school community. Therefore it is necessary to have a detailed policy document outlining the care & supervision of pupils in school or taking part in school based activities.

### **Aims**

- To develop a framework that effectively insures as far as practicable the safety of children in the school building, while at play in the yard, or while engaged in school related activities.
- To observe and monitor behavioural patterns outside the confines of the classroom.
- To contribute effectively to the elimination of bullying behaviour.
- To contribute to effective school management and comply with relevant legislation.
- To ensure that all teachers and SNA staff, parents/guardians are fully aware of the rules and regulations in place in our school with regard to supervision.

### **School Procedures**

#### **Times identified as presenting the need for supervision**

The following times were identified when supervision for pupils is called for:

- Assembly and Dismissal Time.
- All Break Times.
- All 'out of school activities' organised by the school.

#### **Assembly Time/Dismissal Time**

Assembly Time is from 9.10am – 9.30am. Pupils will be supervised by their own class teacher during this period. The Board of Management states that no supervision will be provided before 9.10am. Should a teacher be late the teacher next door supervises this class in the interim.

#### **Dismissal Time**

- Junior and Senior Infants are dismissed at 1.50pm. Pupils are handed over to a "known adult" at the exit doors as are First and Second class pupils who are dismissed at 2.50pm.
- The parent should inform the class teacher if a different person is collecting their child on any given day. These young children will not be allowed to use the pedestrian crossing unaccompanied by an adult.
- Supervision for Junior/Senior Infant pupils will not be provided after 1.50 pm except in exceptional circumstances when a parent/guardian may be late.
- All other pupils (3<sup>rd</sup> – 6<sup>th</sup>) are dismissed at 2.50pm. Class teachers supervise children in the cloak room areas and then escort them to their respective exit doors. Teachers will not check that children are being collected by a familiar/or known adult. Parents are reminded to be punctual and to make arrangements with their children regarding collection points.
- Pupils must go promptly to their designated collection point.

- The Board of Management will not be responsible for pupils remaining/loitering on the school premises after 2.50pm.
- However, if a pupil is not collected they are told to come back into the school and the class teacher/school secretary will contact their parents.
- If a parent is going to be late on a given day they should contact the school secretary and the message will be relayed to the child via the relevant class teacher.
- Pupils will not be supervised outside the school gates, when using the pedestrian crossing or making their way to or from the bus stop or waiting on the bus if travelling by bus.
- Children in Special Education Classes are allocated bus escorts depending on their needs. This is decided by the SENO/NCSE.

### **Yard Supervision:**

- It is the policy of the school to supervise the school yard during all break times.

10.50 – 11.00am (Mid-morning)

12.40pm – 1.00pm. (Lunch break).

- All teachers (including substitute teachers) and all SNA staff are assigned yard supervision duties.
- A rota for yard supervision for teachers is drawn up by Mrs. Lyons for the Aodh Rua building and by Ms McFadden for the Nuala building. These rotas are displayed in the respective staffrooms. It is each teacher's own responsibility to check when they are on duty and to go promptly to the yard when the bell rings. If substitute teachers are on yard duty they are informed by the Principal in the Nuala building and the Deputy Principal in the Aodh Rua building.
- A teacher plus SNA staff (if pupils in that yard have access to an SNA) will supervise in each yard area equating to two teachers on yard duty in the Nuala campus and three teachers on duty in the Aodh Rua campus at all break times. Pupils from Special Education classes will be included in the same yard areas as the mainstream pupils. While SNA staff (along with the teacher on duty) will provide individual or group supervision for children who have access to SNA support they can also act in an observing, correcting and reporting capacity bringing incidents of misbehaviour to the attention of the teacher on yard duty. The SNA may be asked to accompany a child who needs medical attention back into the school building. In her absence the teacher will supervise all pupils. The school's Anti-Bullying/Discipline Policy covers incidents of misbehaviour.
- Rules for the school yard are reviewed and revised annually and communicated to pupils regularly.
- Children may not leave the yard without the permission of the teacher or SNA on yard duty.
- On their return to the yard the pupil should report back to the teacher or SNA on duty.
- Pupils are not allowed to remain in the classroom during break times.
- Teachers must return to their classroom promptly when the bell rings after each break.
- Pupils who are on detention during break times will be allocated a place outside the staffroom door and supervised from the Staff Room.

### **Teachers' Breaks**

Teachers on yard duty take their break immediately after or before supervision. The teacher next door supervises their classes.

### **Wet Days/Ice-Snow on the yard.**

The teacher/s on yard duty checks the yard and informs all classes as to whether the pupils are staying in /going out.

If pupils are staying in:

- Pupils remain in their classrooms.
- The normal supervision rota will apply.
- Pupils may play Board games/toys, draw, read, or watch a DVD arranged by class teacher.

If a Parent/Guardian indicates a worry about their child all teachers are informed of the concern so that it can be monitored and addressed satisfactorily.

Teachers taking EPV Days or planned absences must swap supervision duties with a willing colleague. If a teacher is unavailable for duty or unexpectedly absent on a particular day a “volunteer” colleague will assume his/her duties in a reciprocal arrangement.

The school safety statement lists all hazards on the school yard and supervisors are accordingly briefed.

If a teacher decides to take his/ her class to the yard at other times outside of the official break times he/she must supervise them.

- Pupils with minor injuries, complaints, incidents are dealt with directly by the teacher or SNA on yard duty.
- Pupils are not allowed to report directly to the staffroom except in extreme situations.
- A “RED CARD” alert system is in place should the teacher on yard duty need extra help from the staffroom during break times to deal with an emergency.
- The first aid box and an accident/incident book are kept as a matter of procedure
- All accidents where there is an injury of consequence should be noted, dated, a sketch drawn and signed by the teacher on yard supervision. (see Incident/Accident Report Forms).
- Where teachers suspect that a pupil is unwell or injured the secretary/teacher will contact the parent or guardian by phone. Parents should always be informed of a head injury even if the pupil appears unaffected.

### **Special Provisions**

For Out of School Supervision such as games, sports events, school tours, swimming, nature walks, field trips etc back up provisions are put in place to ensure adequate levels of supervision. The level of supervision will depend on the age and needs of the children but the minimum supervision will be 15: 1.



### **Meetings with Parents/Guardians/Psychologist/Therapists etc.**

For urgent/unscheduled meetings another member of staff, usually the SET may be released to cover. However, it is school policy to request parents to make an appointment outside of teaching time in order to minimise the disruption to classroom teaching and learning.

### **Teacher leaving the classroom**

If the teacher has to leave his/her classroom for a brief period, the teacher next door should be asked to supervise the class in his/ her absence.

### **Pupils attending Learning Support with Special Education Teachers**

Pupils who are withdrawn from their mainstream classroom for learning support teaching should be collected from the classroom and returned to the classroom by the SET or escorted by an SNA if one is available.

### **Swimming. ( See School Policy on Swimming)**

Pupils walk to and from the Central Hotel Leisure Centre supervised by class teacher and SNA/SET. The swimming instructor takes charge while the pupils are in the pool. Sometimes SNA staff may support the children while in the pool. The class teacher and SNA/ SET are always in view of the children and supervise the children if they should need to leave the pool for toileting or any other needs. A staff member supervises the children while in the changing rooms.

### **School Tours**

Tours/Nature walks etc, will be planned by the class teacher. This planning involves choosing an appropriate venue, mode of transport and type of activity having due regard to the age and capacity of the pupils. Teachers will be extra vigilant when taking children out of school. Special attention will be paid to road safety, acceptable behaviour on the bus and engaging with equipment and activities in the playground etc. The minimum supervision will be 15:1(adult).

### **Children Leaving the Classroom**

On occasion pupils may have to leave class early or for a short period of time. It is the responsibility of the parent to collect the child from the classroom and to accompany the child to the classroom on return. Parents should not leave their children off at the school gate and allow them to return to the classroom alone.

Should children have to leave the school for an appointment (doctor, dentist,etc) written consent is necessary if pupils are walking to their appointment.

If parents/guardians have decided that pupils opt out of attending church services/school masses and the school is not in a position to supervise the pupils on the school campus on that particular day or at that time, then parents/guardians will be expected to collect the pupils from the classroom beforehand and bring them back to school following the ceremony.

Teachers must record 'leaving time, reason for leaving and the time the pupil returned on the Aladdin system.

## **Sports Participation**

During the school year pupils will be involved in various sports activities, football, rounders, hurling, camogie etc.

The teacher must ensure that the pupils are wearing the relevant safety equipment – Pupils wear helmets for camogie and hurling and the bowler and back stoppers wear helmets for rounders as well as gum shields for football.

The class teacher must stay with the class at all times when outside coaches, visiting teachers, speakers or workshop facilitators are involved.

## **Teachers Absences**

When a teacher is absent on sick leave it is school policy to employ a substitute teacher after the first day. For the first day of absence the pupils are accommodated in other classrooms. The same applies for EPV Days and other absences which are not substitutable on most occasions - the SET covers absences in ASD classes as these pupils' needs cannot be safely accommodated in a mainstream setting. (see policy on EPV days)

## **Success Criteria and Review**

- Ensuring a safe child-friendly school yard.
- Providing well organised and safe out of school activities.
- Reinforcing school rules termly.
- Reviewing supervision duties annually.
- Altering or adjusting procedures deemed to be in operable.

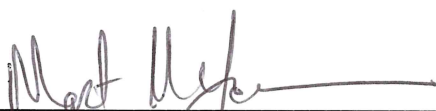
## **References**

- Primary Education Manual – Thompson Roundhall.
- Insurance, Safety and Security in the school - Allianz Insurance.

**Review Date:** School year 2024 or earlier if required.

Ratified by the Board of Management:

Chairperson: \_\_\_\_\_



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

