

## **Scoil Cholmcille Greencastle Policy on Supervision of Pupils**

### **Introduction**

This policy was originally formulated in late 2023. It will be reviewed by the teaching staff and S.N.A.s every three years or more frequently if the need arises. It applies to all staff and children during school hours, break times, and on all school related activities.

In our school policy we will endeavour to organise and participate in the effective supervision of pupils during school hours, 09.20am to 15.00pm. Before the official start of school, from 09.10, the principal will organise a rota for teachers and SNA's to supervise: one teacher and 2 SNA's will supervise the playground until the bell goes at 9.20am. The rota is a weekly one for all teachers, to supervise for a day at a time.

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

### **Aims and Objectives**

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while engaged in school 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**

- It is the policy of the school to supervise the school yard at all times during regular school breaks i.e. 11.00am to 11.10am, 12.30pm to 13.00pm. Teachers assume a duty of care at 09.20. The Board of Management informs parents that the school does not accept responsibility for pupils who arrive early or children who are not collected promptly at 15.00pm. The school provides supervision from 09.10am to 09.20am, one teacher in the school yard plus SNA's. This is organised by the principal – the rota is displayed on the staffroom notice board.
- One teacher and 2 SNA's will supervise at all break times with one responsible for each of the play areas.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- If parents 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
- Teachers on yard duty remain with the classes until the class teacher returns from break. Alternatively, they can accompany the classes into the school and remain with the class until the class teacher arrives.
- Teachers taking an E.P.V. day must swap supervision duties with a willing colleague. If a teacher is unexpectedly absent the principal will assume his/her duties in a reciprocal arrangement
- Special Needs Assistant/s are on duty during all breaks. The number of S.N.A.'s required is decided by the principal in consultation with the staff, taking into account the care needs of the children. While the S.N.A.'s provide individual supervision and support for designated children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the

attention of the teacher on yard duty. The school's anti-bullying/discipline policy covers incidents of misbehaviour.

- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard, unless in emergency situations. Procedures for dealing with an injured child are outlined in the Accident/Injury Policy and below in 'Good Practice' section.
- A First Aid box and an Accident Report Folder are kept as a matter of procedure (See Accident / Injury Policy). All accidents where there is an injury of consequence should be noted in the Accident Report Book by the teacher on supervision. Where teachers suspect that a child is unwell, parents/guardians are alerted, usually by phone. Parents/Guardians should always be informed of a head injury even if the child appears unaffected.
- If children remain uncollected after 15.00pm, the school ensures that a duty of care is provided until a parent/guardian calls. If a parent/guardian is late collecting their child after school, the class teacher has a duty to remain at the school until the child is collected. However, this responsibility can be passed on to a willing colleague.
- At all other times each teacher is responsible for the supervision of all children under their care.
- No supervision is provided outside the school grounds, except on school-related activities.
- Unless unavoidable, teachers should never leave their classroom unsupervised. Teachers may however, take a two ten-minute lunch breaks from 10.50am -11.00am and from 12.20pm to 12.30pm on the days they are doing lunchtime supervision. When leaving the classroom, the SET teacher will supervise.

### **Special Provisions**

1. a) Out of school activities such as games, swimming, tours, etc  
Back up provisions are put in place to ensure adequate levels of supervision are provided. The level of supervision is determined by the principal in consultation with the staff taking into account the particular activities involved and the needs of the children taking part.
  1. b) Teacher out of the Classroom  
In the unlikely event that a teacher must leave his/her classroom, another member of staff may be released to cover. (This will usually be a Special Education Teacher or the principal). However, it is school policy to request parents/guardians and others to make an appointment for outside of teaching time in order to minimize the disruption to classroom teaching and learning.
  1. c) **On wet days**
    - Children remain in their classrooms.
    - The normal supervision rota will apply for all breaks. One teacher will supervise all classrooms while S.N.A.'s remains with children with special needs.
    - Children may play with board games/toys, draw, read, watch DVD or any other activity suited to the confines of the classroom. These are organised by the class teacher.
  1. d) When visiting teachers, speakers, students on teaching practice, etc are in the classroom, the class teacher maintains a presence. S.N.A.'s are not left in sole charge of a class.
  2. e) If hazards are identified that may lead to accidents or encourage misbehaviour, the children must not be allowed to be there.
  3. f) Child in the school at break time
    - If a child has to stay in the school building at break time when the other children are outside, the class teacher sends them to sit in corridor outside the school office.
- ### **Success Criteria and Review**
- Ensuring a safe child-friendly school premises and grounds.
  - Providing well organised and safe out of school activities
  - Constant monitoring of the safety and behaviour of the children
  - Reviewing supervision duties yearly
  - Altering or adjusting procedures deemed to be inoperable.

### **Organisation of Grounds**

- Infants use the area behind the school. This area will be coned off and children will be made aware by class teacher.

- 1<sup>st</sup> to 6<sup>th</sup> class use yards coned off to the left of the school building, incorporating 3 football pitches.
- In fine weather the children are free to play on the grass area and in Willowville.
- Children may only enter the school during break-time with the permission of the teacher (Discretion to be used in relation to infants)
- No pupil is allowed to leave the school grounds during break.

▪ *. Rules for Teachers / S.N.A.'s Scoil Cholmcille Greencastle*

1. *Supervision*

- continuous walking through the play areas.
- write down all incidents of misbehaviour etc. in incident book on the day of the incident. (Incident Book in Office)
- same with accident.
- if the teacher needs to leave the play area he/she must get another teacher to cover supervision.
- If a child is injured during break time, the supervising teacher brings the child into the school and organises First Aid if necessary and returns to supervision immediately.
- be on the lookout for rough play, games etc. that have the potential for injury. Prohibit those games and alert all the other teachers.
- report any potentially hazardous area, item etc. to the principal.
- confiscate items from pupils that could be used to 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. However, if in doubt, consult with the principal.
- children should be kept in their respective play areas. Teachers should use their discretion when, for example, older pupils are playing with younger pupils in a way that is not likely to cause injury.
- teachers accompany their own classes to their room immediately after the breaks – ask another teacher to take responsibility if unavoidably delayed.
- teacher on yard duty is responsible for supervising at all breaks. If a teacher is unavailable for supervising a break they must get another teacher to substitute for him/her.

2. *Bringing Children out of the School*

*(a) Bus Journeys for school activities*

1. If the bus is parked on the side of the road the teacher must be the first out the gate to check for traffic and general safety.
2. The teacher must ensure that the pupils walk orderly to the bus and behave in a safe manner on the bus.
3. Running to or from the bus at any time is strictly prohibited.
4. As in school, courtesy, good manners and addressing people properly are demanded of the pupils. The children should be taught and reminded regularly of this.
5. At swimming, use of vending machines is not allowed unless with a teacher's permission and in exceptional circumstances.
6. When planning bus journeys, a teacher must plan carefully to try to foresee if more adults are needed for supervision. If so, the approval of the principal is required.
7. Pupils must be supervised by a teacher on a bus except in emergency and exceptional circumstances. Make the best arrangement possible under such circumstances.
8. Adults and pupils must adhere to all road and traffic regulations including the wearing of seat-belts.

*(b) On walks, e.g. Beach, nature walks etc.*

1. High visibility top to be worn, these are available in the school.
2. At least one teacher, normally the class teacher, must walk with the class. It is advisable to have a second adult walking also.
3. The children walk in single file or in pairs on the right hand side of the road.
4. Running is strictly prohibited.
5. The teacher must give his/her full attention to the safety on the road.
6. When crossing the road, the teacher supervises the crossing.

(c) In school

1. Teachers must ensure insofar as is possible that pupils walk on the corridors and other such places inside the school.
2. No activity where there is a foreseeable risk should be undertaken other than the 'normal' risks associated with play in general (e.g. there would be foreseeable risk in children doing cartwheels, for example, in the classroom!)
3. Even when supervised, children are not to be asked or allowed to handle a hot item (kettle, tea-pots etc.) or lift or move heavy objects.
3. Sport/Activities
  1. If a child is known to have had an injury the teacher should get approval from the parent/guardian before he/she takes part in sport, stating that the child may participate as normal.
  2. The teacher must be acquainted with such techniques and principles, and indeed with the basic 'safety rules' of the sport/activity that he or she is teaching.
  3. Appropriate warm-up exercises to be undertaken before more vigorous exercise.
  4. If a child has an injury, he/she does not take part in activity where there is a foreseeable risk that the child may suffer further injury.
  5. Sport activity should be sufficiently flexible for students who are not capable of full participation.
  6. Teacher should not participate in a game where (a) the teacher will not be able to adequately supervise the game and (b) the teacher might injure a much smaller player.
  7. Weather/Playing Conditions – if these make the activity hazardous, then postpone the activity.
  8. If refereeing, the teacher needs to ensure that the refereeing duty does not get in the way of his/her supervision of the event.
  9. Use of Equipment – check before use that it is safe – if in doubt, don't use it.
  10. Use of Equipment – only use it for the purposes it was designed for.
  11. Use of Equipment – ensure proper instructions and supervision.
  12. Supervision while the children are changing for P.E. is necessary, though not a presence as that could be interpreted as an invasion of privacy.
  13. An activity should not be undertaken if the teacher believes there is inadequate supervision, level of safety etc.
  14. Even when the class is being taught an outside coach/teacher (e.g. G.A.A., soccer coach), the class teacher must be present for the entire duration of the session

General:

- (a) Act reasonably and sensibly
- (b) Use common sense
- (c) Be conscious of the foreseeability of an incident
- (d) Absence of, or inadequate, supervision leaves the child/children at risk and it leaves you open to accusation of negligence.

This policy has been ratified on the \_\_\_\_\_

By the board of management of Scoil Cholmcille Greencastle

Signature Edward Gallagher Chairperson 13/12/23

Signature Karol Lynch Principal 13/12/23