

**Supervision Policy**

**Introduction**

This policy was formulated in April 2024 by the Principal and teaching staff of St Paul’s JNS. It involved consultation with the Board Of Management, other school staff (Special Needs Assistants, Secretary and Caretaker and with the parent body. The policy was approved and ratified by the BOM on 22nd April 2024

**Rationale for Policy**

This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and at all school activities.

**Policy / School characteristics**

The policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and secure atmosphere. School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all. The following factors were taken into account in the formulation of this policy:

1. the school enrolment numbers

2. the age range of the pupils (4-8 years)

3. the general behaviour record of our pupils

4. the school interior layout

5. the school grounds

6 existing supervision practices

7. existing yard practice of separate play areas for each class.

8. the school experience of accidents – minor, mostly play-related accidents.

**Aims and objectives of the policy**

To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid morning and lunchtime breaks and while engaged in school activities.

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

1. Arrival & Dismissal

2. Mid-morning and lunchtime breaks

3. In school activities

4. Teacher having to leave classroom

5. Out of school trips

6. Specific circumstances

**Agreed Procedures Arrival & Dismissal**

● It is school policy that the school doors are opened at 8:50 . Early arriving pupils may make their way straight to their class line in the yard, where they remain in the care of their parent/guardian until 8.50.

● Irrespective of the weather, pupils will not be permitted to enter the school building as there are no teachers on duty inside the building until 8:50.

● At 8:50, class teachers will collect their class and bring them inside.

● Parents / guardians should ensure that if their child(ren) arrives after 8:50 am, they go straight to their classroom.

● A Special Needs Assistant will assist pupils with additional needs transitioning from their parent/guardian to their line or classroom.

● The school yard doors will be closed at 8:55 am. Entry after this time is through the front door. On wet mornings, doors will remain open until 9 am.

● Parents/guardians should not engage the teacher or SNA in conversation at times when they are supervising pupils.

● Teachers supervise their own pupils while they are exiting the school at 1.30 or 2.30pm.

● Pupils line up in their classrooms and their teacher takes them to the yard where they are then collected by parents/guardians or minders. Children who attend after-school are collected in the same way.

● If a pupil is not collected on time (within 5 minutes of class dismissal), the child will come into the school and their class teacher or the school secretary will ring their parent / guardian.

● A record will be kept of late collections. In cases where parents/guardians are consistently late a meeting will be arranged with the principal. The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times.

**Mid-morning and lunchtime breaks**

● Mid-morning break is between 10:30and 10:45 and lunch break is between 12.30 – 1.00

● Children are supervised in their classrooms while they eat their break/lunch by the class teacher or partner teacher /SET if the class teacher is on yard duty. The partner teacher may be assisted by an SNA who remains in the classroom with the door left open. The partner teacher has ultimate responsibility for the class.

● A yard duty roster is compiled at the beginning of the year and is displayed in the staff room.

● Yard Supervision Procedures are reviewed and communicated each year at the first staff meeting.

● If a child is injured during breaktime, depending on the seriousness of the injury, the child may be escorted into the building to where they will be examined by their own teacher who will assess the injury and make the decision on whether to call parents/guardians. The class teacher will supervise the pupil with the assistance of the school secretary until parent/guardian arrives.

● All injuries above the neck are reported to parents/guardians and recorded in the yard incident book.

● Minor injuries on yard which require attention are recorded and dealt with by the SNA or teacher on duty and a record is kept in the yard incident book.

● If a child needs to leave the yard area to go to the toilet, they should ask the yard-duty teacher. The yard teacher will select a responsible child who may accompany them into the building to use the nearest toilets available. Class teachers should remind their class to use the toilet before going out to the yard.

● Pupils are regularly reminded of safe, acceptable yard behaviour.

●Where staff and/or parents/guardians express concerns about a pupil’s behaviour, all yard duty personnel are informed, and agreed individually planned procedures are put in place to ensure the safety of all.

● Play equipment in the form of hula hoops, skipping ropes, lego blocks are provided for the use of children during breaks; the safety and condition of this equipment is monitored by the SNAs.

● At the end of play-time, the supervising teacher rings the bell, all children stop and ‘freeze’, the bell is rung a second time and the children put away their play equipment and walk to their class lines.

● When returning to the classroom from the yard, the class teacher always leads the line. The supervising teacher will remain on the yard until the last class has entered the building to ensure that all children have entered.

**In school activities**

● It is school policy that pupils are adequately supervised at all times - returning from breaks, during outdoor learning and during field trips

● Where classes leave the school premises, there should always be two staff present per class

● The class teacher leads the line and a Special Needs Assistant or SET stays at the back. Special Needs Assistants must also ensure that children with primary care needs are adequately prepared and supervised for such activities.

● Pupils who need to leave the classroom on a message are always accompanied by another pupil.

● Pupils should not run within the building (with the exception of PE activities) or while transitioning around the school premises.

● Visiting speaker: Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

**Physical Education**

● PE generally takes place in our hall, in the yard, or on the pitch.

● Teachers must supervise pupils in the handling of all equipment necessary for PE class to ensure safe lifting and handling.

● Where an invited coach takes games instruction during school hours, this is always done with a teacher present, the teacher remains responsible for the class at all times,

**Outdoor Learning** ● Outdoor learning is an integral aspect of our school’s teaching and learning approaches and practices. Pupils should be adequately supervised during these times.

**Special Education Teaching** ● Pupils who are withdrawn from their class for Special Education Teaching should be collected and returned to class under the supervision of a teacher or an SNA.

**Withdrawal Intervention for Pupils with Additional Educational Needs**

● Some pupils with additional needs may need to be temporarily withdrawn from the classroom under the supervision of an Special Needs Assistant. This should always be done in accordance with their Student Support Files and their Personal Pupil Plans.

**Toileting and Intimate Care**

● The school has an Intimate Care policy which should be adhered to at all times when a pupil requires toileting assistance or assistance with changing following an accident.

**Teacher Leaving the Classroom**

Children should not be left unsupervised for any length of time. If a teacher unavoidably needs to leave the classroom, the following applies:

● Short unavoidable absence - Teacher notifies the teacher next door and both classroom doors are left open with supervising teacher checking-in on class, where possible an SNA should be present in one of the classrooms.

● Break: teachers on yard duty take their short break immediately before yard duty, cover is provided at these times by the teacher next door and an SNA.

● Meetings should not be scheduled during class-time unless cover/supervision can be arranged.

**Out of school trips**

Short off-site field trips provide enriching cross-curricular learning experiences for our pupils. At least two members of staff must always be present during these trips. These include exploratory walks around the local area of Ayrfield, trips connected to Aistear themes e.g. maths trails, nature walks, trips to the church etc.

**Organised school tours**

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. It is school policy to assign groups of approximately 10 children to each adult. The Special Education Teacher may accompany the class teachers on tour. Special Needs Assistants will assist teachers in supervising the pupils. Where a teacher or the principal has concerns regarding the health and safety of any child attending a school tour, discussions will take place with the relevant parent/guardian outlining the concerns and permission may be refused for a child to attend.

Teachers must ensure that they have the following items: A fully-charged mobile phone (set to private.) Contact list for parents/guardians. First-aid bag, including necessary medication or equipment for specific children.

**Bus Transport**

● When a bus is needed, the principal will ensure that a reputable company is used. ∙Pupils should board and alight the bus in an orderly manner, supervised by a teacher. ∙Pupils should be head-counted twice before departure.

● All pupils should remain seated and seat-belted for the duration of the tour.

● Pupils should respect the bus company rules regarding eating and drinking on the bus.

**Extraordinary circumstances:**

● Pupils who have not been collected as arranged, are brought to the office by the class teacher and a phone call is made to parents/guardians.

● After school activity: the instructor / coach is responsible for contacting parents/guardians and for the supervision of the pupil until they are collected.

● Teachers record all instances of late collection. If parents are regularly late, they will be invited to meet with the class teacher and the principal to discuss the issue. Should it not be resolved, the issue may be referred to the Board of Management.

**Review and Evaluation time frame.**

This policy will be reviewed and evaluated at a staff meeting each year and ratified by the Board of Management.

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

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

Chairperson of Board of Management

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

Principal

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_