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| ***Scoil Náisiúnta an Chroí Ró-Naofa*** |

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**Supervision Policy**

**Introduction**

This policy was originally formulated in 2014. It was updated in December 2019. It applies to all staff and children during school hours, break times, and on all school related activities.

**Rationale**

The rules for National Schools 121(4) and 124(1) obliges staff members 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 recent Court judgments 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 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**

* All teachers and SNAs are assigned supervision duties.
* It is the policy of the school to supervise the school yard at 9am to 9.20am and all times during regular lunch breaks i.e. 11.00am to 11.10am, 1pm to 1.30pm. Teachers assume a duty of care at 9.20am and it is important to note that the staff’s duty of care ends at 3.20pm. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9am. **Therefore, children should not be on the premises before 9am.**
* A rota for supervision is drawn up by the Principal and school secretary in consultation with staff and this rota is displayed on the staff room notice board.
* Rules of the school yard are reviewed and revised continually and communicated to children regularly.
* Supervision duties are compulsory.
* Teachers and SNAs on yard duty should ensure they wear a high viz vest and have a whistle.
* If parents indicate a worry about a particular child on the yard, all staff rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.
* Staff on yard duty remain with the classes until the class teacher returns from break. Teachers taking an EPV 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.
* All Special Needs Assistants are on duty during lunch breaks. While SNAs provide individual supervision for designated special needs children, they also act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
* At least one supervising adult on yard duty must maintain a presence in each supervision zone. SNAs may have to follow a child from their zone occasionally.
* Children with injuries/complaints are dealt with directly by the teachers and SNAs on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard.
* Teachers are on supervision duties one day every week.
* First Aid boxes and an Accident Report book are kept as a matter of procedure*.* All accidents where there is injury involved should be noted in the Accident Report Book by the teacher or SNA on supervision or by the relevant class teacher. Where staff suspect that a child is unwell, parents are alerted, usually by phone. All head injuries are reported to parents/guardians.
* If children remain uncollected after 3.10pm, the school always ensures that a duty of care is provided up until 3.20pm until a parent/guardian calls.
* At all other times, each teacher and SNA is responsible for the supervision of all children under their care.
* At dismissal time in the evening, the Principal or Deputy Principal supervise the outside of the school, to see children safely off the premises. No supervision is provided outside the school gate.
* Unless unavoidable, teachers should never leave their classroom unsupervised.
* See Appendix 1 for classes and their zones.

**Special Provisions**

* On out of school activities such as games, swimming, tours, visits to the church etc., back up provisions are put in place to ensure adequate levels of supervision are put in place.
* If a teacher is called from his/her classroom to meet with a parent or an outside agency, another member of staff may be released to cover. However, it is school policy to request parents to make appointments.
* When outside teachers and coaches are working, a supervising member of staff will remain present in the room.
* On wet days, children remain in their classes under the normal supervision rota. Children from senior classes may assist the class teachers.
* The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed*.*

**Children and Yard Rules**

Children are not allowed to remain in classrooms during break times except on days when weather prevents outdoor activity or when small groups remain under the supervision of school staff. If a child is not permitted to go to the yard by virtue of an illness or injury, they must have a note from their parents for same. They report to the First Aid area with a book to read.

All pupils must play in their designated area and with their own class group. Weather permitting, children are encouraged to bring in their football boots/old shoes and play on the pitches during break.

Children are encouraged to be inclusive and fair when playing games. During playtime children are not permitted to:

* Engage in boisterous behaviour, rough play or dangerous games.
* Leave the yard without the permission of the teacher on duty.
* Use any kind of bad language

If a child disobeys the rules of the yard, the staff on duty will follow the school’s Code of Behaviour (see page 9 & 10 of Code of Behaviour in relation to yard and break times).

The following actions may also be taken:

* **Walk with an Adult** - Walk with an adult on yard for a period of time/days.
* **Timeout** – sit in a designated area during play time for a period of time.
* **Detention** – staying inside under supervision to do extra work during break time.
* **Taken Off Yard** - If necessary for health and safety reasons the pupil will be removed from the yard immediately.
* **Ban** **from games** - a pupil may also be banned from football or other games for a period decided by the Principal/Discipline Committee.

**Success Criteria and Review**

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

This policy was ratified by the Board of Management on February 6th 2020.

**Signed: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Appendix A

Grass Playing Area E

Yard B

Yard C

P

I

T

C

H

Yard A

Yard D

Gate

Classes are assigned designated areas. Teachers and SNAs will be designated specific areas and children to monitor.

If a child identified for monitoring moves unexpectantly into another area, at least one supervising teacher or SNA will maintain a presence in their designated area.

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| **Class** | **Fine Weather** | **Mixed Weather** | **When pitch is too wet** |
| Junior Infants | E | C & E | C |
| Senior Infants | E | C & E | C |
| 1st Class | E | D & E | D |
| 2nd Class | Pitch | Pitch & A | A |
| 3rd Class | Pitch | Pitch & A | A |
| 4th Class | Pitch | Pitch | A |
| 5th Class | Pitch | Pitch | B |
| 6th Class | Pitch | Pitch | B |