

THE HAROLD SCHOOL

Supervision Policy

Introduction

This policy was originally formulated 2002.

Redrafted in 2007.

Updated in 2011.

Updated in 2014.

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 teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when pupils are on the school premises during school time and during all school related activities.

Legislation such as the Health, Safety and Welfare at Work Act place 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

- It is the policy of the school to supervise the school yard at all times during regular breaks i.e. 10.20 to 10.30, 10.40 to 10.50, 12.10 to 12.40 and 12.50 to 1.20. Teachers assume a duty of care at 8.50am. While the school gate opens at 8.30 and children are allowed access to the school yard as a matter of health and safety, the Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.50am. Parents are informed in the first Newsletter of each school year. The Principal, Deputy Principal and Assistant Principal supervise for 20 minutes each morning as children assemble. The Principal and members of the ISM team supervise in the evening as children disperse. Children are taught and reminded on an ongoing basis about road safety and safe routines regarding arriving and leaving school.
- A rota for supervision of yards at playtime and lunchtime is drawn up by the Secretary in consultation with the Principal and this rota is displayed in classrooms, on the staff room notice board and in the office.

- Rules of the school yard are reviewed and revised continually and communicated to children regularly. Children are encouraged to maintain good behaviour when the bell rings and when lining up. Classes are praised at Assembly for their efforts in maintaining good order in their line.
- Under the terms of the Haddington Road Agreement 2013 all teachers are required to take on supervision duties.
- If parents/teachers indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the concerns can be addressed satisfactorily
- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day can swap supervision duties with a willing colleague and must inform the office accordingly. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement
- Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for children with special needs, 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 policies cover incidents of misbehaviour
- A rota of parents who do yard duty is set up at the beginning of each year and managed by the P.A. committee. Approx 50 parents participate and their assistance is greatly appreciated.
- There is at least one teacher, one SNA and one parent supervising each play area in the Yard
- 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. All incidents are recorded daily by supervising teachers.
- A First Aid station is supervised by a SNA – children are sent there by the teacher on duty and any incidents are recorded in the Accident Report book. Accident Report Books are kept as a matter of procedure (See Accident and Injury Policy)
- All incidents are recorded in the Accident Report Book
- If children remain uncollected after 2.45pm, the school always ensures that a duty of care is provided until a parent/guardian calls
- Parent volunteers also assist in out of school supervision

Special Provisions

- a) For out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 12 children with individual teachers in charge of specific groups. Parents sign consent forms for out of school activities/tours etc.
- b) It is school policy to request parents to make appointments if they want to meet with their child's teacher.
- c) On wet days children remain in their classrooms under the **rainy day supervision rota** – i.e. the normal rota plus an extra teacher. Teachers are assigned an area to supervise while parents patrol the corridors. SNAs are assigned to classes as needed under the direction of the teachers on duty. Classroom doors are left open. All children remain seated during this time. The class teacher organizes activities for the children. Children are not permitted to eat while the teacher is out of the room.

- d) When visiting teachers such as P.E., Drama, Dancing or Gymnastics take over a class, the class teacher remains with the class.
- e) Parents may request that their children be allowed leave during the school day due to health appointments etc. Parent/Guardian must sign pupil out at the office and sign in on their return to school.

Success Criteria and Review

- Ensuring a safe, child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules regularly
- Reviewing supervision duties yearly
- Altering or adjusting procedures as appropriate

Implementation and review:

This Policy was reviewed and ratified by the Board of Management in January 2014.

The policy will be reviewed and updated as required.