

## **Scoil Naomh Mhuire NS**

### **Supervision Policy**

#### **Introduction**

This policy was reviewed in February 2019 by the Principal and teaching staff of Scoil Naomh Mhuire. It involved consultation with BOM, other school staff (SNAs, and secretary) and with the full parent body, via the Parents Teachers Association. The policy was approved and ratified by the BOM on March 11<sup>th</sup>, 2019.

#### **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/on school activities.

#### **Policy / School characteristics**

This policy is in line with the school's Mission Statement, outlining our aim to foster a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of our pupils are identified and developed. School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all.

#### **Factors taken into consideration in the formulation of this policy**

The following factors were taken into account in the formulation of this policy:

1. the school enrolment figure
2. the age range of the pupils (4-12 years)
3. the general behaviour record of our pupils – excellent, with a minority of pupils having some social skills difficulties
4. the school interior layout: two classrooms per building, a general purpose room (hall), a computer room, a smaller room used by special education teachers
5. the school grounds: basketball court, snake area (top of yard), obstacle course (lower end of yard), playing field (pitch), playscape, sensory garden, gravelled areas, tunnelling, courtyard.
6. areas that are obscured by trees or buildings.
7. existing supervision practices – a teaching staff conscious of the need for balanced, reasonable, age-related care
8. existing yard practice of separate play areas for each multigrade class.
9. 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.

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

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**

### **1. Arrival & Dismissal**

- It is school policy that pupils do not enter the school grounds until the front door is opened by the secretary / deputy principal at 9.00. Parents are notified of this practice, within the first week of the school year.
- Pupils from Junior Infants to 2<sup>nd</sup> class, enter the school through the main front door. Pupils from 3<sup>rd</sup> – 6<sup>th</sup> class, walk around the school to the rear building.
- The school secretary or SNA is present in the school hallway during assembly time (9.00-9.10).
- All class teachers are present in their classrooms from 9.00 a.m. to receive and supervise their class.
- Parents should not come into the classrooms at this time. If they need to communicate with the class teacher, they should do so as outlined in our communication policy.
- Teachers supervise their own pupils while they are exiting the school at 1.40 or 2.40pm. The infants remain with their teacher until they are handed over directly to their parent/minder. 1<sup>st</sup> and 2<sup>nd</sup> class remains in the school grounds until they are collected. Pupils from 3<sup>rd</sup> to 6<sup>th</sup>, may leave the school as instructed by their parents/guardians.
- If a child is not collected on time (within 5 minutes of class dismissal), the child will come into the school and their class teacher will ring their parent / guardian.

**The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times.**

### **2. Mid-morning and lunchtime breaks**

The school takes a mid-morning break from 10.40-11.00 and a lunchtime break from 12.25 – 1.00 p.m.

- Children are supervised in their classrooms while they eat their break/lunch by the class teacher or neighbouring teacher /SET if class teacher on yard duty. An SNA remains in the room and the classroom door is left open so neighbouring classroom teacher has ultimate responsibility of class.
- A yard duty roster is compiled at the beginning of the year and is displayed in the staff room.
- The outdoor play area is divided into sections for the different class groups, with one for spring-summer, and one for autumn-winter.
- Each class is made aware of the different areas they should be in each day.
- Our Policy reflects the school's commitment to the provision of "adequate supervision" and to best practice, ensuring-a ratio of near or under 100:1 pupils to teacher will be maintained.
- An SNA / adult cover will be deployed for any pupil with identified Emotional/Social/Behavioural needs
- If a child is injured during break-time, depending on the injury, the child may be escorted into the building to sit inside under the supervision of the teachers on lunch and their parent is called.
- Injuries on yard which require attention are recorded and dealt with by the SNA or teacher on duty
- If a child needs to go to the toilet, they will be accompanied by another child and enter and exit school through the infant classroom fire door, which is always left open during break times.
- Pupils are regularly reminded of safe, acceptable yard behaviour
- Where staff and/or parents 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 balls, skipping ropes, jenga blocks are provided for the use of children during breaks; the safety and condition of this equipment is monitored by class teachers.
- 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 walk to their class lines.
- When returning from yard, teachers are informed by two students that lines are ready.
- SNA will lead first class in to provide adequate supervision around courtyard area.
- The supervising teacher will be the last to enter the building (after all the children have entered)

### **3. In school activities**

#### **In-school: General**

- It is school policy that pupils are supervised, returning from breaks, PE, computer room, hall, SET, church, swimming and outings.
- When the whole class is moving in line outside of the class, the teacher stands out of line so that he/she can supervise all of the pupils.
- Children should never be unsupervised in hall (general purpose room)
- Pupils who need to leave the classroom on a message are always accompanied by another pupil
- It is a school rule that pupils do 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. (See Visitor to the school policy)

#### **Physical Education**

- It is school policy for a teacher to supervise pupils in the handling of all equipment necessary for PE class
- Pupils are not permitted to touch PE equipment unless under the supervision/instruction of a teacher

#### **Moving equipment**

- Pupils are only permitted to move large equipment under staff supervision, eg benches, mats, climbing frames, box

#### **Games**

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher

#### **Coaching**

- Where an invited coach takes games instruction, this is always done with a teacher present

#### **Computers**

- Pupils using the Computer Room are always accompanied by a teacher or SNA under the instruction of a teacher (See separate IT Policy)

#### **Special Education Teaching**

- Pupils up to and including 3rd Class who are attending Special Education Teaching are collected and returned to class under the supervision of an adult.

### **4. 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 absence - Teacher notifies the teacher next door and both classroom doors are left open with supervising teacher checking-in on class.
- Break: teachers on yard duty take their short break either immediately before or immediately after supervision, cover is provided at these times by the teacher next door and the SNA.
- Teachers on yard duty take their small break from 10.40-10.50 and their lunch break from 12.20 – 12.35

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

## 5. Out of school Trips

From time to time there will be short trips locally to the church, Donadea Forest Park, walks around the area eg the graveyard, mile walk to Millrace Manor, maths trails, nature walks etc

- Where a class teacher considers it necessary, SNAs and/or parents may be called on to provide additional adult supervision on a short school trip; in this event, the duties of the accompanying adult are clearly established. The pupils' safety remains the primary concern on out of school activities with particular attention to orderly movement, road safety, car/bus safety, movement within church, appropriate behaviour and an insistence on obedience to Teacher/Adult instruction.
- Longer school tours (See School Tours Policy)
- Swimming (See Swimming Policy)

## 6. Specific circumstances:

Pupils who have not been collected as expected:

- Junior infants to 2nd class: 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
- 3rd to 6th Class: pupils who have not been collected are instructed to return to the school and to inform an adult and a phone call is made to parents/guardians
- Early closing days: where a pupil has not been collected, the above procedure also applies.
- After school activity: where a pupil has not been collected at 3.45, the above procedure also applies.
- Teachers record all instances of late collection on the Aladdin system, 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 will be referred to the Board of Management.

## Review and Evaluation timetable

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 March 11<sup>th</sup>, 2019

Signed: Mary McDowell

Principal

Date: March 11<sup>th</sup>, 2019

Signed: Maeva Caldwell

Date: March 11<sup>th</sup>, 2019

Date of next review: October 2021

## Appendix 1: Guidelines for yard supervision and yard rules

### **YARD SUPERVISION GUIDELINES February 2019)**

- Be on time
- One teacher and one SNA per 100 pupils
- Look for pupils who tend to go out of bounds or leave the yard.
- Be aware of visitors entering the playing area.
- Keep an eye out for rough or dangerous play .
- Keep an eye out for conflict or aggressive behaviour.
- Keep an eye out for any form of bullying and take appropriate action.

#### **Minor Accidents**

- Teacher/SNA to tend to pupil
- Teacher may send in pupil to sit outside office and call may be made to parent/guardian

#### **Accidents of a Serious Nature**

- SNA to bring child to office, call to be made to parent/guardian
- Teacher to fill out accident form
- Class teacher to be informed
- Principal is to be informed.

#### **Incidents**

- Teacher on yard to deal with incident
- If incident is regarded as serious teacher to write a report in ABC Book in yard bag, and principal to be informed.
- Depending on severity of incident, child should be put on time out or sent into the office (See Code of Behaviour)

### **YARD RULES (February 2019)**

**Class Teachers are requested to teach these rules to pupils and regularly refresh them in their minds.**

**Summary: Be gentle -Be a friend-Be responsible-Ask-Stay in bounds- Respond to bell**

- Be gentle - no rough play, stay on your feet no rolling on the ground etc.
- Be gentle - no pulling dragging etc. no trains
- Be a friend - include others in your game - share
- Make friends - meet and play with different children in the yard
- Stay in your own section of the yard.
- Stay in the yard -do not leave the yard without permission
- If you need to use the toilet ask the teacher or SNA for permission
- Play safely - no throwing sticks, pebbles, conkers, snowballs etc.
- Play safely - no use of pieces of wood, sticks or any other dangerous implement.
- Play safely - games to be played within your class area
- Treat yard equipment with respect.
- Respond to the bell/whistle, first freeze, second walk to line
- No ball playing/bouncing after the bell.
- Stay quietly in line until teacher instructs you to go in
- Be responsible - talk to supervising teacher, SNA or to your own teacher or the Principal if you are unhappy in the yard or if you feel someone is bullying you.

Remember the stay safe rules.