**Supervision Policy**

**Introduction**

It applies to all staff and children during school hours, break times, and on all school related activities.

**Rationale**

The BOM recognizes that each teacher has a duty of care to all pupils on the premises during designated school hours. SNAs assist in providing this duty of care. However, responsibility for providing this rests with the teaching staff.

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 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’s duty 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 lunch breaks.  Teachers assume a duty of care at 8:55am.  The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8:55am
* A Rota for supervision is drawn up by a member of the I.S.M. team in consultation with Principal/staff and this Rota is displayed on the staff room notice board and on google drive. Every member of staff receives a copy
* Teachers taking a course day (EPV) must arrange for adequate yard supervision by a colleague.
* Rules of the school yard are reviewed and revised continually and communicated to children regularly
* Supervision duties are compulsory.
* 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.  Teachers taking a course 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
* Special Needs Assistants are on duty during lunch breaks.  While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour and safety issues to the attention of the teacher on yard duty.  The schools anti-bullying/Code of Behaviour 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
* First Aid boxes and Accident Report books are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone. If a child bangs their head the parents will be informed
* If children remain uncollected after 1.30/2.30pm, the school always ensures that a duty of care is provided until a parent/guardian calls
* At all other times each teacher is responsible for the supervision of all children under their care
* *The Principal and Deputy Principal often monitor the yard for the five minutes preceding admission time.  This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
* At dismissal time in the evening the teacher will supervise the children safely off the premises or into the care of an adult.  No supervision is provided outside the school gate
* Unless unavoidable, teachers should never leave their pupils unsupervised.

**Special Provisions**

**a)**  Out of school activities such as games, swimming, tours, additional provisions are put in place to ensure adequate levels of supervision are put in place and may include parents.

b)    If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover.  However, it is school policy to request parents to make appointments

c)  On wet days, children remain in their classes under the supervision of their class teacher/cooperating teacher.  Children from senior classes assist the class teachers (except during Covid-19 restrictions). Responsibility will rest with supervising/class teachers

d)    When visiting teachers such as P.E., Music, Language take over a class, teachers must be present.  Neither SNA’S nor pupils are left in sole charge of a class.

**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

**Implementation**

This policy was completed and ratified by the Board of Management on 15th December 2021.

It will be reviewed every 4 years/ if need arises.

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

Principal

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson , Board of Management