



**Scoil Maelruain Junior**

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**Draft Supervision Policy**

Date	September 2023
Initial Draft	September 2023
Ratified by the Board of Management	Yet to be ratified

**This is a working continuous document**

**Introduction**

This policy was originally formulated in September 2023. 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 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 are obliged to provide supervision in the classroom, yard and during school activities.

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.30 - 10.40am and 10.40 - 10.50am, fruit break and 12.00 - 12.30pm and 12.30 - 1.00pm, big break.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8.45am. Children are the responsibility of parents until 8.50am but a limited number of staff supervise the outdoor spaces between 8.40 - 8.50am.
- A Rota for yard supervision is drawn up by the Deputy Principal and is circulated to all staff via Google Drive server prior to the beginning of the school year. This may change if supervision needs change.
- Yard Rules are as follows and are part of the 'Code of Behaviour'

#### **Safety in the Yard:**

- The Golden Rules apply to all outdoor activities;
- Play safe games;
- Move at a safe pace;
- Freeze on the bell or whistle;
- Line up properly;
- Keep off the grass, unless the yard teacher says otherwise;
- Make sure your laces are tied;
- Make sure that you go to the toilet before going to yard.

Children are rewarded on yard if they show kindness, working together in games, problem solving and inclusion of others. Teachers reward the children verbally to the child, reporting positive behaviour to the class teacher and through stickers.

- 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 rota is in place to ensure cover is maintained. Teachers on the rota will be informed by the Principal or Deputy Principal at the earliest point of notice.
- 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 to the attention of the teacher on yard duty. The schools 'Code of Behaviour and Anti-Bullying Policies covers incidents of misbehaviour
- Children with injuries/complaints are dealt with directly by the teacher on yard duty see 'Administration of Medicine Policy - Administration of First Aid. Children are not permitted to report directly to the staff room if there is an incident on the yard.
- If children remain uncollected after 1.30pm for Infants and 2.30pm for 1st and 2nd Classes, the school always ensures that a duty of care is provided until a parent/guardian arrives. Supervision is provided in the **school hall**.
- At all other times each teacher is responsible for the supervision of all children under their care.
- The Principal and Deputy Principal supervise the playground for the 10 minutes preceding admission time each day. 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 Principal and Deputy Principal supervise the outside of the school, along the side and down the avenue, to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Special Education Teaching such as Resource, Learning Support or Language Support should be collected from and returned to the classroom door by the relevant teacher.
- Toilet Supervision: Student toilets are located outside the classroom. Teachers permit only one child at a time to leave for the toilet. As the toilets are shared between two classrooms, there may be more than one child in the toilet area at a given time. When students use the toilet before yard time, they are supervised by staff members.

## Special Provisions

- 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 10 children with individual teachers in charge of specific groups. Garda Vetted Parents may accompany the class on tour - see 'School Tours Policy'.
- 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 outside teaching contact time.
- On wet days children remain in their classes under the normal Supervision Rota.
- When visiting teachers such as P.E., Music, Language, take over a class, class teachers remain to supervise the class at all times. Neither SNA'S or pupils are left in sole charge of a class
- The school 'Child Safeguarding Statement and Risk Assessment' lists all hazards on the school yard and supervisors are accordingly briefed
- Parents may request that their children be allowed leave during the school day due to health commitments etc. This may be done through the Aladdin Connect App. Children **may not** be collected at their allocated yard times of 10.30 - 10.40am (Infants) and 10.40 - 10.50am (1st and 2nd Classes), small break and 12.00 - 12.30pm (Infants) and 12.30 - 1.00pm (1st and 2nd Classes), big break unless it is an emergency.

## Intimate Care Needs - Special Needs Assistants (SNA) and Teachers:

Children who have a primary care need of **Assistance with toileting and general hygiene:** (including catheterisation) where a child with special needs cannot independently self-toilet, and until such time as they are able to do so require SNA support. SNA's will have identified this need and a target for the need will be identified through the student's PPP. Parents will be aware of the need and will have been consulted

- SNA's will work in pairs to provide the intimate care need and will have full permission of parents to do so
- If there is a toileting accident of any child who has access to a SNA, a second SNA or staff member will be present while they guide the child by talking them through changing themselves independently. Parents will be called to inform them about the incident.
- If the child is unable to change independently every effort will be made to get parental consent for the SNA's to change the child. If parents are not immediately contacted a decision will be made by the class teacher/Deputy Principal/Principal whether or not to wait for parental consent or to change the child to ensure the dignity and comfort of the child.

Children without additional needs:

- If a child without additional needs has a toileting accident two staff members (class teacher and one other) must be present while they guide the child by talking them through changing themselves independently. Parents will be called to inform them about the incident.
- If the child is unable to change independently every effort will be made to get parental consent for the staff members (class teacher and one other) to change the child. If parents are not immediately contacted a decision will be made by the class teacher/Deputy Principal/Principal whether or not to wait for parental consent or to change the child to ensure the dignity and comfort of the child

## SET Teachers supervision when working one on one with children:

When working one on one ensure that:

- The class teacher is aware that you are working one on one with the child.
- Parental consent is sought to withdraw their child for Support teaching noting that there may be occasions when this is or could be one to one teaching.
- The space you are working with the child is public - corridor spaces, courtyard spaces, nurture room or quiet/sensory room with the doors open where possible.

- o If doors need to be closed to help with regulation they must have a glass viewing space where SETs can be observed for Child Protection Purposes - See Child Safeguarding Statement and Risk Assessment Policy

### **SNA supervision when working providing primary care needs for children:**

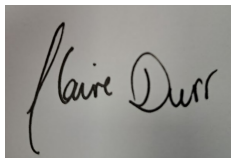
When working one on one ensure that:

- o The class teacher is aware that you are working one on one with the child.
- o Parents are made aware, as part of a child's PPP, that there may be occasions when SNA's will be working with children on a one to one basis.
- o The space you are working with the child is public - corridor spaces, courtyard spaces, nurture room or quiet/sensory room with the doors open where possible.
- o If doors need to be closed to help with regulation they must have a glass viewing space where SNA's can be observed for Child Protection Purposes - See Child Safeguarding Statement and Risk Assessment Policy

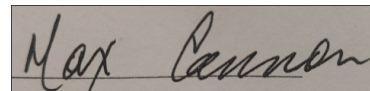
### **Success Criteria and Review**

- 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

Date of Ratification: Yet to be ratified



Principal/Secretary



Chairperson of Board of Management