



Supervision Policy

February 2019

Introductory Statement:

This policy was formulated as a part of the Child Protection Risk Assessment review in St. Peter's.

- *To review existing practices and procedures in relation to the supervision of pupils.*
- *To ensure that effective measures were put in place to supervise pupils in the event of teacher*

Relationship to characteristic spirit of the school

absences.

Our school ethos is based on respect for all members of the school community. Seeking to ensure the safety of our pupils reflects our commitment to respond to their needs in a caring and supportive way.

- To endorse teachers' obligations 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/or on school activities.

Aims

- To clarify the yard duty roster and areas that need to be supervised.
- To specify guidelines for the effective supervision of pupils. (see Appendix A)
- To clarify procedures for the division of classes in the event of Mainstream Class Teacher absence/s.

General Principles on Duty of Care

The primary responsibility/duty of care which is placed on a teacher is to take such care of his or her pupils as a careful parent would of his or her children.

In St. Peter's, systems are put in place to supervise pupils in the playground on a rota basis. This does not alleviate, diminish or reduce the duty placed on a class teacher for his or her class.

The level of supervision provided takes account of:

- The age/maturity of the pupils
- The numbers involved
- The layout of the building and yard

Morning Supervision:

Pupils/Parents enter the school premises via the pedestrian gate at 8:45 a.m. All children and parents must remain outside the school until the doors are opened at 8:50 a.m. At this time, the children line up and teachers collect their class from the yard. To encourage independence parents are encouraged to allow their child to walk into the school on their own. All class teachers should be in their classrooms at 8:50 a.m. Parents/Guardians are reminded of opening times in the start year information letter.

"In the interests of pupil safety and supervision, and as advised by our insurers, parents and guardians are reminded that pupils should not arrive before 8:45a.m. While the pupils' enthusiasm for school is encouraging, it is important that they arrive between 8:45-8:50 am. Teachers will then collect classes from the yard at 8:50. Wet and cold mornings will be a particular problem if the children arrive early. Your co-operation in this regard is very much appreciated. On particularly wet morning the supervising teacher will allow the children into the school at 8:45 and they will be collected by their class teacher from the hall."

Breaks are covered by a supervision roster which covers both dry and wet weather.

During School Hours

- On the rare occasion when a teacher needs to leave his or her classroom, their door should be left open and arrangements should be made with the nearest teaching colleague to supervise the class for a short period of time. If the teacher needs to leave the classroom for an extended period of time (e.g. to attend a meeting), the Principal/class teacher will arrange additional supervision.

Break Times

The school principal has responsibility for arranging the Supervision Rota and making any necessary adjustments to it. Three yard areas are supervised by a team of at least three members of staff. Special Needs Assistants are also included in Yard supervision, to support the teacher on duty

If a teacher is absent through illness, the duty will be covered by a teaching colleague as per the roster in the staff room. For planned absences (e.g. E.P.V.) staff members are asked to make alternative arrangements with a colleague, to minimise disruption.

Dry Weather	Wet Weather
Infant (Junior/Senior) Yards	Infant Corridor
Middle Yard	2 nd and 3 rd Class
Front Yard	4 th - 6 th class

Pupils under the supervision of their teacher are to leave the building in single file and walk to their designated yard. At the end of break, pupils line up in class groups (single file) and enter the building via their designated entrance. If the weather becomes wet while pupils are in the yard, the teacher on duty makes the decision to line pupils up before the end of break, and bring the classes back into the building with the help of the other adult on duty.

Toileting during break times: If a student from 1st-6th class needs to use the toilet during break times they will be go independently (girls with girls and boys with boys). Students from Junior and Senior Infants will be accompanied to the toilet by a 6th class pupil. 6th class pupil to remain in the corridor outside the bathroom.

Wet day supervision:

On wet days, pupils remain in their classroom. They are not allowed leave their place, without the permission of the adult on duty. Games and activities are distributed before the class teacher leaves the classroom. Each of the three areas are supervised by a minimum of one teacher. A pair of 6th class pupils may be used as minders for each of the infant classes.

Yard Supervision Guidelines:

- There are three yard areas and yard duty rotas for teachers and Special Needs Assistants.
- Staff are reminded to present themselves for duty promptly, to ensure adequate supervision at all times.
- Staff are requested to leave the staffroom promptly at the end of break, to relieve their colleagues and to ensure that no unnecessary class time is wasted.
- At line up time, the first whistle indicates the end of break. The second whistle is blown before marks are given for the standard of lining up.
- Teachers are asked to encourage pupils to maintain a high standard of order and therefore are entitled to discipline a child that is not in their class in line with the school's Code of Behaviour.
- Any serious issues arising in the yard should be brought to the attention of the class teacher and if necessary the principal.

Swimming: At least two adults will supervise while children are getting changed for swimming.

Encouraging good behaviour in playground

Strategies are in place to minimise risk of accidents/misbehaviour while pupils are in playground areas - simple rules, regularly reiterated. The school's code of behaviour outlines sanctions for misbehaviour. Class of the month is awarded each month to the class who have obtained the highest marks for lining up and re-entering the school building quietly. A prize will be given to the winning class eg. Extra yard equipment.

Intimate Care Needs: See Intimate care needs and toileting Policy.

End of Day Dismissal

- At the end of the school day the class teacher will bring their class to the front yard and dismiss

them.

- Junior Infants-2nd Class must be collected. If a parents would like an older sibling to collect their younger siblings they must furnish the teacher with a note indicating this.
- 3rd-6th class students can walk home on their own. If a parent would like to collect their child, they will need to inform the teacher of this in writing and the teacher will remain with the child until collected.
- For the safety of all children, parents are asked to wait outside for their children.

After School Supervision

- In order to participate in after school activities, a form has to be signed by a Parent/Guardian giving their child permission to attend. This will state the finishing time of the activity and will request parents to indicate whether their child is being collected or can walk home on their own.
- Teachers have commitments after school and are not in a position to supervise children after school. Therefore, it is the parents' responsibility to ensure their child is collected on time. We understand that there are occasions when a parent/guardian may be late, but ask for parents to ring the school in advance if they will be late.
- Parents/Guardians of students from Junior Infants- 2nd Class who are not collected on time after school will be contacted by the class teacher to arrange collection.
- If parents/guardians are not at the meeting point outside of school or are not at home, students are encouraged to return to the school office. The school will ring parents to arrange collection.
- Teachers/Staff members running an after school activity should provide the office with the days and times of the activity.

Absences of Teachers/Supervision of Pupils/Division of Classes

For uncertified sick leave, Extra Personal Vacation days, in-service days etc. for which substitute cover is not allowed and days when there is no available substitute, the class will be split among the other classes. The class split will be made by the class teacher at the start of the school year and a record of the classes the pupils go to will be stuck on the classroom door. Each year a staff absence protocol will be devised and a copy given to the office. This will include arrangements for the splitting of classes etc.

Class tours/Sporting events etc

Where higher levels of supervision are required (tours, sporting activities, visits to the local church etc.) additional supervision will be provided The general rule of thumb for school tours is a ratio of 1:10.

Related Policies

Child Protection: This supervision policy has been updated in line with the Child Protection Procedures and many changes have been made as a result of the child protection risk assessment that was carried out in relation to the supervision of children.

Intimate Care Needs/Toileting Policy: See Intimate care needs and toileting Policy.

Roles and Responsibility

The teaching and non-teaching staff has a collective responsibility to implement this Supervision Policy. Pupil are responsible for adhering to the rules and guidelines outlined in the policy. Parents/Guardians are responsible for supporting this policy, particularly in relation to arrival and dismissal times.

Review

The Principal, in conjunction with staff, has the responsibility of reviewing this policy when deemed necessary.

Ratification Date: This Policy was ratified by the Board of Management on 25/2/19