

Policy on Supervision

Introductory Statement

This policy was formulated in collaboration with the teachers, Special Needs Assistants and the Board of Management of St. Brigid's school.

Rationale

The overall principle underlying this policy is to ensure the health, safety and welfare of the pupils at all times.

Aims

1. To ensure the safety of all the children.
2. To have in place a clear cut plan of action in the event of an accident.
3. To observe the children at play, watching out for those who find it hard to mix with their peers or for those who may be at risk.
4. To acknowledge the teachers' duty of care and to ensure that the teachers know the exact dates of their supervision duties.

Content of Policy

Break times

There are two breaks during the school day. **The first break** is at mid-morning from 10.50am – 11.00a.m. **The second break**, the lunch break, is from 12.30p.m. to 1.00p.m. All infants finish school at 2.00p.m. and should be collected at this time.

Infants will remain in the school under the supervision of the teacher until collected.

Children will not be allowed in the school yard in the morning or evening if snowing or if icy conditions prevail. They will be supervised in the school.

Mid-Morning

At 10.50a.m , weather permitting, the children go out to the school yard. Two teachers share the duty of supervising the pupils during the ten-minute break together with two special needs Assistants. One teacher and special needs assistant supervise the pupils playing in the yard to the rear of the school .This area is mainly for pupils from the junior classes. The second teacher on duty, together with a special needs assistant supervise the pupils in the front yard. In wet weather the children stay in their respective classrooms and teachers supervise their own class, relieved by a Learning Support/Resource Teacher when necessary.

Lunch Break

The lunch break commences at 12.30p.m. and ends at 1.00p.m. The school bell rings at 12.30p.m. Children eat their lunches at this time in their respective classrooms. The bell rings again at 12.35p.m. and weather permitting, they can then go out to the school yard, otherwise they remain in their classrooms supervised by their teacher. The control and supervision of pupils at these times is in accordance with the school's Code of Behaviour. The doors are locked during break times while the pupils are outside. Children using the toilets during these times are supervised by a staff member. The two teachers on duty then supervise as during the mid-morning break.

Teachers supervise one day, every four days. A roster is displayed in the staff room and each teacher is given a copy to ensure that they know the dates of their supervision duties. If a teacher is unexpectedly absent while rostered, another teacher will assume those duties on the day.

Before and After School

The teachers supervise mornings and evenings from 9.05a.m. – 9.20 a.m. and 3.00p.m.- 3.25p.m on a weekly basis.

Pupils are not permitted to enter the school garden during these times or to play to the rear of the school or in the shelter.

When raining, pupils are supervised in the shelter until the bell rings in the morning. In the evening they wait there until the bus arrives or are collected.

All school bags are placed under the windows or at the ramp wall for reasons of safety.

Pupils are not allowed on the grass area at front of school at any time.

Pupils are not permitted to leave the school playground or to engage with people who are outside of the playground under any circumstances. Teachers on playground duty will be aware of visitors entering the school playground and will ascertain their intentions. They will be supervised in the discharge of their business.

Accidents

If an accident occurs in the school yard or classroom, a teacher or Special Needs Assistant attends to the child. This may require cleaning a cut or graze, comforting or reassuring the child etc. All incidents are recorded.

If a child is unduly distressed or complaining during class time parents will be contacted to advise them of the situation. Parents are encouraged to take the child home.

If the teacher feels that the child needs medical attention from a doctor in the wake of an accident or illness, the teacher will telephone the parents of the child and request that the parents take the child to a medical surgery. If the parents are not available two staff members will take the child to the surgery and notify parents afterwards. On enrolment, forms are given to parents to notify them of these procedures and requesting their authorisation in writing.

Ratification and Review

This policy was reviewed in June 2016 and ratified by the Board of Management on _____. It replaces the existing policy and is implemented forthwith.

Signed: _____ Chairperson, Board of Management

Date _____

Review June 2017 or as necessary

Communication This policy is available on the school's website. It is also available on request from the Principal / Secretary