



Kilsheelan NS

Kilsheelan, Clonmel, Co.Tipperary
Roll No: 18486F
www.kilsheelanns.com

Supervision Policy

Introduction

This policy was originally formulated in April 2020. 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 who have signed up for supervision (DES Forms) are assigned supervision duties.
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00am to 11.10am and 12.45pm to 1.15pm. Teachers assume a duty of care at 9.20am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.15am
- A Rota for supervision is drawn up by the Deputy Principal (see Posts of Responsibility) in consultation with Principal/staff and this Rota is displayed on the staff room notice board as well as distributed to all teachers.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- Supervision duties are not compulsory and teachers have the option of opting out if they so desire. The Deputy Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 37 hour contracts

- 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 arrives to bring their class in from the yard. 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
- The school secretary is on duty during lunch breaks. The secretary will supervise the Infant yard during both breaks.
- 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 (See Accident and Injury Policy). 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 children remain uncollected after 3.00pm, 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.
- At dismissal time in the evening the Principal monitors children as they leave the school, 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 should be collected at the classroom door by the relevant teacher.

Special Provisions

- a) 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.
- 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 normal supervision Rota. Children from senior classes assist the class teachers
- d) When visiting teachers such as P.E., Music, Language, take over a class, class teachers must maintain a presence.
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed

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 is effective from XXX.

Review

This policy has been reviewed and updated in _____. This policy will be reviewed every three years or as the need arises as per DES guidelines and circulars.

Signed: _____ Date: _____

Chairperson Board of Management

Signed: _____ Date: _____

Principal