



## **Scoil Naisiúnta Rónáin Naofa Cluain Lua**

St. Ronan's N.S., Cloonloo, Boyle, Co. Sligo

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### **Supervision Policy**

#### **Introduction**

This policy was formulated by the Staff and Board of Management of St. Ronan's N.S. in May 2018. The purpose of this policy is to inform existing and new staff of the practices in the school regarding the supervision of pupils. Due to the recent completion of the Child Safeguarding Risk Assessment, it was felt that this policy needed to be amended and updated in line with current recommended good practice.

#### **Rationale/ Background**

The B.O.M. and teachers in St. Ronan's N.S., acknowledges it has a duty of care to the pupils from the time school starts in the morning until school finished in the afternoon. The duty of care is clearly outlined in Rules 121 (4) and 124 (1) of the Rules for National Schools. The primary responsibility/duty of care for pupils falls on the class teacher. This duty of care is to take such care of his or her pupils as a careful parent would of his or her children. The staff and B.O.M. strive to keep pupils safe at all times. Teachers are obliged 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.

#### **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.

This policy addresses the supervision of pupils at the following times: -

- Before/ after School
- Arrival at School
- Late Arrivals
- At Break Times
- On Wet Days
- During the School Day
- Early Departures
- At Home Time/If Children are not collected
- On School Tours/ Trips
- In presence of external coaches/visitors/parents

### **Opening and Closing Times**

**St. Ronan's National School** opens at 9.20am and closes at 3.00pm each day. The Junior and Senior Infant day is from 9.20am to 2.00pm.

First Break: 11.00 – 11.10

Second Break: 12.30 – 1.00

### **Before/After school**

Before and/or after school supervision is not provided by the school. Children who arrive on the school grounds before 9:20 a.m. or remain after 3:00 p.m. (2p.m. for Infant classes) are not the responsibility of the school. Children who are on the school grounds before 9.20 a.m. and/or after 3p.m. are the responsibility of their parents/guardians. Parents are informed that before and/or after school supervision is not provided in the school in the Enrolment and Admission Policy. Parents are reminded of this frequently via the regular communication newsletter, at least once per term.

### **Arrival at School**

The school building will not be open before 9.20 a.m. At 9.20a.m. school staff will open the door and ring the bell. Children will assemble and line up at the door.

Parents are not permitted to enter the school grounds/building unless by prior arrangement, in the case of an emergency.

In the case of Junior Infants, at the beginning of the school year, parents/guardians may be allowed to accompany the child to the classroom for the first week.

No balls/games will be allowed in the yard during arrival/dismissal periods.

## **Late Arrivals**

From 9.20 a.m. onwards, latecomers must be accompanied to the school door by a parent/guardian. Parents/guardians must ring the bell at the entrance and wait outside the door with the child(ren) until the child(ren) has gained access to the school. Adults are not permitted to accompany latecomers to class. Late arrivals will be recorded by the class teacher on Aladdin. Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.

## **Break Times**

All teachers who have signed up for supervision (DES Forms) are assigned supervision duties. 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

It is the policy of the school to supervise the school yard at all times during recreation breaks i.e. 11.00am to 11.10am and 12.30pm to 1.00pm.

For both the morning and lunch break times the pupils will go to the school yard, unless it is raining. A roster for yard duty supervision is devised every year. This roster may have to be updated during the school year to take into account school closures/staff changes. The teachers on yard duty are clearly named. Every member of staff is given a copy of this rota and it is also displayed in the Staffroom and in each classroom. If a teacher is unable to undertake yard duty supervision, for any reason, the duty is placed on that teacher to make alternative arrangements to ensure the yard is supervised in his/ her absence. This may involve teachers swapping yard duty or a teacher being paid back in the following week for extra yard duty undertaken. Substitute teachers will be required to undertake supervision duties. These duties will be discussed with the substitute teacher.

Two teachers and an SNA are on yard duty at every break. One teacher stays on each yard – the Front Yard and the Back Yard. While the SNA provides 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.

During the morning break and at lunch time the teachers on duty, as per rota, will open the exterior door for the children and will supervise the children going out to the yard. The external school doors have magnetic locks and passcodes so children will not be able to access the school building without permission from the teachers on yard. Only staff members are permitted to open the doors.

Children are not allowed re-enter the school building, unless for going to the toilet. No more than two children (one boy, one girl) will be allowed go to the toilet at any one time.

In the event of a pupils getting a cut or graze, the teacher on that yard sends the child, accompanied by a friend, to the staff room where First Aid is administrated by teacher(s) not on yard duty. In the event of a serious incident:

- The pupil's teacher will be notified immediately.
- The injured pupil may be taken to the staffroom/classroom by the pupil's teacher and kept under supervision.
- If the class teacher considers the matter very serious, the child's parents will be informed as per the school policy on Accident, Injury and First Aid. The principal is also notified.
- If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. A member of staff remains with the child at all times.
- The teacher on yard duty is automatically assisted by others in the case of a serious injury. This assistance may be in the form of supervision of other pupils or contacting parents/emergency services.
- Minor injuries are recorded in the Accident Book kept in the Staff Room by the member of staff who administered the First Aid.
- Serious injuries are recorded on an Accident Report Form and are given to the Principal.

Should a pupil have a toileting accident and need a change of clothes, the procedures outlined in the schools Toileting and Intimate Care Policy will be followed.

Pupils must stay within the sight of the teacher on duty. Therefore, pupils are not allowed go behind the shed, prefab or around the school gables.

Pupils are not allowed to leave the school grounds at any time unless permission is sought and given from the teacher on yard.

School rule must be obeyed at all times. See the school Code of Behaviour for a full list of school / yard rules.

When the bell rings all pupils are to line up at the door. The class teacher will take the class in from the line and walk their class back to the classroom.

Parents/guardians wishing to collect/drop off a pupil during recreation time must report to teacher on yard and are not permitted to enter the school yard. The teacher on yard will give access to the child to the school building to collect his/her belongings. Late arrivals/early withdrawals will be recorded on Aladdin.

Staff are not allowed to use mobile phones while on yard duty.

### **Encouraging good behaviour in playground**

The yard is divided into two parts, the Front Yard (side with door) and the Back Yard (side with field). The Junior Room and Senior Room are kept separate at break time and each have a designated yard to play in each week. The yards are rotated on a weekly basis e.g. Week 1, the Senior Room are in the Front Yard and the Junior Room are in the Back Yard. Week 2, the Senior Room are in the Back Yard and the Junior Room are in the Front Yard.

Children are also allowed to bring out sports equipment to use in the playground such as balls, cones, skipping ropes, hopes. Only sports equipment is allowed in the yard. No other toys are allowed.

Each class teacher may introduce a variety of other rules for his/ her class at yard time, as the need arises. School rules regarding the yard are to be obeyed at all times. Rules of the school yard are reviewed and revised continually and communicated to children regularly. See the School Code of Behaviour and the School Anti-Bullying Policy. Children who misbehave may be sent to time out or asked to walk with the teacher as per the School Code of Behaviour. Two incident books are kept with the teachers on yard and any incidents of misbehaviour are recorded and reported to the class teacher at the end of break/end of the day if deemed necessary.

On wet days children will stay in their classrooms for break times. The teachers on yard duty will make a decision as to whether or not children are going out. All classes will be informed if the decision is to stay inside. The teachers on yard duty will supervise the children in their classrooms. Children are not allowed to leave their classroom unless permission is obtained from the teacher. Children can draw/ colour a picture, read a book, play board games/ cards, or similar activity.

### **During the school day (apart from break times)**

In the case of an emergency and teacher has to leave their classroom he/she must ask the Special Education Teacher to supervise the classroom in his/her absence. An SNA or the school secretary is never to be left in sole charge of a class. If a teacher must speak with a parent or visitor to the classroom the classroom door must remain open.

Children may be sent on messages individually within the school building but in two's outside the school building, regardless of the age or class of the pupils.

Only one child will be allowed to the toilet from each classroom at a time. Teachers/SNAs will check on children if they are gone longer than expected.

The class teacher will be responsible for supervising children while on learning experiences outside the classroom but within the school grounds e.g. P.E., nature walks, gardening activities etc

Children will be supervised at all times while using the Internet.

Children who are withdrawn from their mainstream classroom by the Special Education Teacher should be collected at the classroom door by the relevant teacher.

### **Early Departures**

If a pupil has to leave the school early, the parent/ guardian is required to ring the bell at the entrance and wait for the child(ren) outside the entrance. Early departures will be recorded by the class teacher on Aladdin.

**At Home time/ If children are not collected**

Infants go home at 2p.m. The Junior Room Teacher/Special Education Teacher will accompany children to the gate. The children will line up and wait to be collected.

At 3 pm pupils from 1st to 6th class are walked to the exit door by the class teacher. The class teachers remain with the children near the gate, where they will be collected by a parent/ guardian. Parents/guardians must come to the gate to collect children.

Children are not allowed to leave the front yard until they are collected. Children are not allowed to play games in the yard while waiting to be collected.

Children will not be allowed walk or cycle home unless this is common practice and the child's parents/ guardian have given the child permission to do so.

If a pupil is uncollected at 3 p.m. a teacher or member of staff will phone the pupils parents. The pupil will remain outside immediately in front of the main door until collected.

Parents are reminded to collect their children on time both at 2 p.m. and 3 p.m. Parents are reminded of this frequently via the regular communication newsletter, at least once per term.

Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year.

If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult.

If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.

**Supervision away from school premises (school tours/ swimming etc.)**

For 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 15 children with individual teachers in charge of specific groups.

In selecting tours, teachers take into account the supervision requirements. The class teacher will accompany the class and remain with his/ her class for the duration of the trip/ tour, if feasible. A list of pupils going on the tour, medical

conditions and parents contact details, for the relevant pupils are brought by each teacher.

At least one teacher on a tour/ trip will bring a mobile phone. Should a serious accident arise while on tour the pupil's parents and the school are informed. If the injured pupil needs to go to hospital then the class teacher will accompany the injured pupil to hospital via ambulance.

The school's supervision policy applies during school hours, at all extra-curricular classes or events organised by the school, whether during school hours or outside of school hours (where parents/guardians are not present. Where parents/guardians are present – responsibility for children's supervision is deemed to be the parents/guardians).

Children will not be permitted to board or remain on a bus without teacher supervision.

### **External Coaches/Visitors/Parents**

If additional supervision is needed, parents may be asked to volunteer. No volunteer will have unsupervised access to pupils. This also applies to all coaches and visitors to the school and parents volunteering in the school. Parents/volunteers/coaches must obtain garda vetting.

The class teacher will supervise the class at all times if a student teacher undertakes training placement in the school or in the event of a student participating in work experience.

### **Ratification and implementation**

This policy will be implemented in full from 3<sup>rd</sup> September 2018, once ratified by the Board of Management. This policy will be presented to the BOM for discussion and ratification in May 2018.

### **Review and Communication**

This policy will be reviewed every two years or sooner, should the need arise. This policy is due to be reviewed again in May 2020. This policy will be issued to all teachers and school staff and will be uploaded to the school website for parents to read.

Ratified by Board of Management on 29<sup>th</sup> May 2018.