

St Brendan's National School, Clonfert

Supervision Policy



■ Introductory Statement and Rationale

(a) Introductory Statement

The Supervision policy was reviewed by the staff of St. Brendan's N.S, Clonfert in September 2024. It applies to all staff and children during school hours, break times, and on all school related activities.

(b) 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.

It will also provide a source of information for parents and the Board of Management.

■ Vision

This plan aims to support the mission statement of St. Brendan's N.S. whereby we wish to create a positive environment that endeavours to enhance the self-esteem of everyone in the school community.

■ Aims

The aims of this policy are

- 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

Arrival and Dismissal:

- Morning supervision: 9.00 am – 9.20 am
The yard is supervised in the morning from 9-9.20am. At this time the children must stay in the main yard, they are not allowed in the area to the front of the school, at the back of the school or on the playground. No ball playing is allowed in the yard before school.

On wet mornings the children will be supervised in their classrooms. No responsibility is accepted for pupils arriving before 9am. Classes will commence each day at 9.20 a.m.

- Evening supervision: 2.00/3.00 pm
Infant classes conclude at 2pm. Class concludes for 1st – 6th class at 3pm. All pupils are escorted to the front gate by their classroom teacher. They will be supervised by the teacher on evening supervision duty until they are collected. No responsibility is accepted for pupils on the premises after this time.

Classroom Supervision:

- A teacher should be present in their classroom at all times.
- If a teacher needs to leave their classroom, another teacher should be asked to supervise.

Use of Toilets during Class:

- There are two toilets located at the back of each classroom – a boys toilet and a girls toilet. The children must ask permission from the teacher before going to the toilet.
- Only one child (boy or girl) may go to the toilet at a time. Teacher discretion is used with Infant classes.

Use of Cloakroom:

- Cloakrooms are located outside each classroom. The children store their coats here. The cloakrooms are used at morning arrival, before and after each break as well as evening dismissal.
- As space is limited in the cloakrooms they must be used by the children in small groups. The teacher supervises by standing at the door between the cloakroom and the classroom.

Break and Lunchtime Supervision:

The yard is supervised at both breaks

- Mid morning break: 11.00 am – 11.10 am
- Lunch break: 12.30 pm – 1.00 pm

Yard Duty Rota:

- A rota for supervision is drawn up at the beginning of each school year and a copy is given to every teacher. There is also a copy of the rota displayed in the GP room.
- When a teacher is absent on a day they are rostered for supervision, they can arrange to swap with another teacher.

Yard Areas:

- A rota is in operation for each classroom.
- The Junior Classes play in the area in front of the playshed/playground depending on the yard duty rota for that day.
- The Middle Classes play in the playground/pitch/area in front of play shed depending on the yard rota for that day.
- The Senior Classes play on the court or pitch(when grass is dry).
- The children are not permitted to play behind the playshed or at the front of the school. The children are not allowed at the back of the school (garden side) unless taking part in organised training/coaching.
- The pupils will be regularly reminded of the yard areas.

Behaviour on Yard:

- Praise good behaviour on the yard.
- Rules of the yard are reviewed continually and communicated to the children regularly. Any new/revised rules will be explained to the children along with the reason for the rule. This may done by the classroom teacher or the principal during school assembly.
- Pupils may be asked to step put of games etc for non - compliance with rules on the yard.
- Serious misbehaviour will be dealt with according to the Code of Behaviour. Sanctions may include loss of privileges. Repeated breaches of the Code of Behaviour may result in a pupil having a Behaviour Contract. All staff with supervision duties will be informed of this. Code of Behaviour is currently under review.
- If there is a concern 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.
- The Special Needs Assistants is on duty during lunch breaks. While the SNA can 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.

Use of Toilet during Yard:

- Children may return to the classroom to use the toilet facilities.

- They must ask permission from the teacher on supervision. They must also inform the supervising teacher when they return from the toilet.
- Younger children (Infants – 1st class) will be accompanied by an older child. The older child will wait for the younger child outside the yard door. Buddy system is in place.

Incidents/Injuries/First Aid/Feeling Unwell

- Children with injuries or complaints on the yard should report to the teacher on supervision.
- The First Aid bag is brought onto the yard by the SNA for each break. First Aid will be administered as required.
- Only limited first aid can be administered at school. If an injury is deemed more serious, parents will be contacted.
- The children must inform the supervising teacher when they return to the yard. They may sit in the play shed/steps if they need a rest/are using an ice pack.

Record keeping of incidents/injuries:

- Serious incidents will be recorded on Aladdin noting the pupils involved, the nature of the incident and any follow up action taken. Serious injuries will be recorded on our Accident Google Form, noting the pupils involved, the nature of the injury and any follow up action – contacting parents etc.

End of break/lining up:

- The bell will ring to signal that break is over. All pupils will “freeze” until their class is called to line up.
- The teacher on yard duty will remain with the classes until the class teacher returns from break.

Supervision on Wet Days:

- On wet days the children will remain indoors and will be supervised in their classroom as per the supervision rota.
- The children should remain seated in the classroom and their classroom teacher will organise a DVD/games/activities etc.

Special Provisions

Supervision on School Outings

(Swimming/school tours/going to matches/Clonfert Church/Clonfert Hall)

- Teachers are vigilant when taking children out of the school. Special attention will be paid to: road safety, behaviour on bus, use of toilet facilities and any risks posed by particular venues.

- When travelling on longer journeys or with a large group a bus will be used.
- We aim to have a supervision ratio of 15:1. Pupils may be broken into smaller groups and will be supervised by an individual teacher.
- Roll calls/head counts are taken when children return to the bus after each segment of the outing.
- A first aid kit will be brought on each outing as well as a list of pupils and contact details of their parents.
- Where possible the school will try to have swimming lessons during times that the swimming pool is closed to the public.

Visiting Teachers/Coaches

- When visiting teachers come to take a class e.g drama/hurling, teachers are to remain with their class where possible.
- All visiting teachers/coaches should supply the school with a copy of their Garda Vetting.

Temporary Withdrawal/Collection during School Hours

- On occasion parents may request that their child leave school during school hours for appointments etc.
- It is the responsibility of the parent to collect the child from the class and, to ensure the continuity of care, to return the child to the classroom afterwards.
- Where possible parents should inform the school prior to early collection

The Month of May:

- During the month of May a large number of visitors will attend Clonfert Church. The church is situated across from our school. Teachers will be extra vigilant at arrival and dismissal times as well as during yard time.
- Pupils will again be reminded that they are not permitted to be at the front of the school.

Success Criteria

This policy will be deemed successful when the following are observed

- A safe, child friendly school environment
- Positive behaviour in the school yard
- Procedures in this policy being consistently implemented by teachers
- Providing well organised and safe out of school activities
- Reinforcing school rules at the beginning of each term.

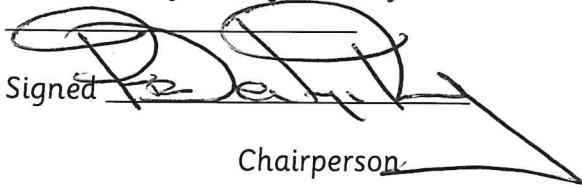
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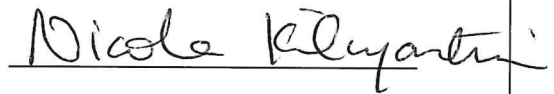
- Supervision duties will be reviewed yearly
- Procedures will be altered as appropriate
- This policy will be reviewed in September 2026.

• **Ratification and Communication**

The Board of Management of St. Brendan's NS ratified this plan on

Signed


Chairperson



Principal

Date: 25/9/24.