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**Supervision**

 **Policy**

**Roll No: 19404F**

**Principal: Rory Gibbons**

**Deputy Principal: Eleanor Dalziel**

**Chairperson: Margaret Twomey**

**Supervision Policy**

In line with our growing school population it is necessary to review this policy.

**Introduction**

This policy 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 behavioral patterns outside the confines of the classroom
* To contribute to effective school management and comply with relevant legislation.

**School Procedures**

* All teachers 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 11.10 am, 1.00pm to 1.30pm. Teachers assume a duty of care at 9.10am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off early.
* A Rota for supervision is drawn up by the Principal in consultation with staff and this Rota is displayed on the staff room notice board.
* Rules of the school yard are reviewed and revised continually and communicated to children regularly. At all times children must remain within the confines of the school yard. Footballs / equipment cannot be retrieved from neighbouring premises or from the main road.
* 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 returns from break. Teachers on EPV /course days must swop duty with an available colleague. If a teacher is unexpectedly absent, the Deputy Principal will have a rota for covering unexpected absences.
* All Special Needs Assistants are on duty during lunch breaks. While these Assistants 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. The schools anti-bullying/discipline policy covers incidents of misbehaviour
* Children with injuries/complaints are dealt with directly by the teacher / SNA on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard
* An Accident Report book is kept as a matter of procedure. 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, by phone.
* If children remain uncollected after 3.00 pm, 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 the children are escorted to the main gate by class teachers and supervising teachers on the day 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 by the SET team should be collected at the classroom door by the relevant teacher.

**Special Provisions**

1. Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are provided e.g. In the case of swimming activities, Scoil Mhuire will endeavour to have 2 male members of staff / volunteers in the male changing area and 2 female members of staff / volunteers in the female changing area.
2. 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
3. On wet days another rota is specifically organized to cater for all pupils. This rota may change on a yearly basis depending on the class numbers and the classroom location.
4. When visiting teachers such as P.E., Music, Language, take over a class, class teachers must be present.
5. The school Safety Statement lists all hazards on the school yard and staff members are accordingly briefed
6. Parents may request that their children be allowed leave during the school day due to health commitments etc. In such cases children must be collected by an adult and sign the sign out book.

**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 termly
* Altering or adjusting procedures deemed to be inoperable

**This policy was ratified by the Board of Management Scoil Mhuire, Ballyhooly.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Chairperson of Board of Management) (Principal)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**