



Tainagh N.S., Riverstown, Co. Sligo.
071-9165605 tainaghns@gmail.com
Uimhir Rolla: 13196R



Supervision Policy

Introduction

This policy was updated by the Board of Management on the 13th September 2022. It applies to all staff and children **during school hours**, break times, and on all school related activities. All practices will be in line with the COVID-19 Response Plan.

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

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks. The Junior Room and Senior Room pupils play together at break times.
- These breaks are from 11.00am to 11.10am and 12.30pm to 1.00pm. Teachers assume a duty of care at 9.00am. **The Board of Management informs parents that the school cannot accept responsibility for pupils dropped off earlier than 9.00am.**
- Staff members must be present at or before 8.50am. Teach le chéile time is from 9.00 to 9.20am. Pupils arriving after 9.20am will be deemed as late.
- A rota for supervision is drawn up by the principal and this Rota is distributed to staff for breaks.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- 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. If a teacher is unexpectedly absent the substitute teacher will assume his/her duties in a reciprocal arrangement.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty.

- 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 2.40pm, 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 teachers supervise the outside of 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 by the Special Education Teacher 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. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- b) A teacher cannot be called from his/her classroom to meet with a parent as there is no one to cover in a two-teacher school. It is school policy to request parents to make appointments for such meetings.
- c) On wet days children remain in their classes with their class teacher.
- d) When visiting teachers such as P.E. coaches, Music teachers, speakers, take over a class, the teachers maintain a presence.
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- f) Parents may request that their children be allowed leave during the school day for appointments etc. Prior notice is appreciated.

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 has been in operation since May 2017 when it was ratified by the Board of Management. The new school times came into effect from the 30th August 2017. It was reviewed again in September 2020 and September 2022 to reflect changes made to school times with the COVID-19 Response Plan.



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References

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General

Signed:

Principal

Chairperson

Date

13th September 2022