

Scoil Bhríde, Ráth Chormaic
Supervision Policy
(incorporating Arrival and Dismissal Policy)

Introduction

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care. Supervision of pupils in classes under their control is an integral part of a teacher's professional duties and contract of employment. The school acknowledges that adequate supervision is intrinsic to the safety of children in our school. The teachers accept that they have a duty of care over pupils during school hours. Therefore, in accordance with Department of Education policy 16/'73, the Principal and staff of Scoil Bhríde have formulated this policy on supervision. The policy outlines the supervision practices in our school. This policy was originally formulated in April 2015 by the Principal and teaching staff of Scoil Bhríde. It involved consultation with BOM, other school staff (SNAs) and parent representatives. It was emended in February 2017 to take account of increased number of pupils and changes in practice and procedures due to the completion of school extension. This policy was reviewed by Principal and staff at staff meeting on December 5th 2018.

Rationale for Policy

This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which oblige teachers 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 during school activities. This policy reflects the school's accountability under The Health Safety and Welfare at Work Act (2005) and reflects court judgements, which have placed a duty of care on teachers. The extent of the teachers "duty of care" is to take such care of his/her pupils as a careful parent would of his/her children. This legal principle is known as 'in loco parentis' The degree of supervision required of the teacher will vary with the circumstances and especially the age of the child.

Policy / School characteristics

The policy is in line with the school's Mission Statement, outlining our aim to foster respect, honesty, courtesy, responsibility, tolerance and consideration for others. School supervision is carried out with a view to developing the above values, in a positive, caring environment, while ensuring the safety of all.

Factors taken into consideration in the formulation of this policy

The following factors were taken into account in the formulation of this policy:

- increased school enrolment number - 424 pupils (September 2018)
- the age range of the pupils - 4 years - 13 years
- the general behaviour record of our pupils
- a minority of pupils have some emotional/behavioural/social skills difficulties
- the school interior layout – the school is a two storey building with three stairs and a lift. All classrooms open into a hallway, connecting doors in three classrooms upstairs
- the school grounds – tarmacadam yard to the back with a designated infant play area and a senior play area and a large green play area to the rear. The hard core area in the front of the school is also used as a play area during winter months or when the grass area is too wet for use.
- existing supervision practices – teaching staff are very conscious of the need for supervision and age-related care
- the school experience of accidents (mostly play-related accidents)

Aims and objectives of the policy

To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid-morning and lunchtime breaks and while engaged in school activities.

General

Pupils are not allowed to run within the building, with the exception of PE activities.

Children are regularly reminded of safety issues.

Children must always move quietly and orderly when moving through the school.

Security Measures:

Access to school is controlled.

All visitors have to check in at reception.

Unless there are exceptional circumstances all pupils go to the playground during breaks.

Children may not leave the building during the school day unless accompanied by a parent/guardian/teacher.

CCTV cameras are installed to monitor school grounds and exit doors.

Times identified as presenting need for supervision

The following were identified as times when supervision of pupils is called for:

1. Arrival & Dismissal
2. Mid-morning and lunchtime breaks
3. Certain activities
4. Teacher having to leave classroom

5. Teacher Absence

6. Movement on the stairs
7. Specific circumstances

Agreed Procedures

1. Arrival and Dismissal

The school opens to receive pupils at 9.05a.m. each morning. The children go to their classrooms. They are supervised by two teachers (one teacher on each floor) assisted by SNAs until 9.20 a.m. The main door area is monitored by the Principal/ Deputy Principal. Teachers must be in classrooms for 9.20 a.m. start.

Dismissal

Infant Home Time 2 p.m

All infant pupils must be collected at 2p.m.

Infant pupils stand in their designated class lines with their teacher. Parents/Guardians/Childminders collect pupils from the class line. On wet days parents come into the school and collect pupils from their classrooms.

Junior & Senior Infants- pupils who have not been collected are brought back to classroom by the class teacher and they wait in classroom until parents/guardians come to collect them.

Home Time Rang 1-Rang 6 3.p.m.

Class teachers supervise pupils as they leave their classrooms and walk down the stairs in an orderly manner. Pupils exit the school through the main door and walk to small pedestrian gate where they are collected by parent/guardian/childminder from the area just outside the gate. All children who have been collected are under the direct supervision of the parent/guardian/childminder and the board cannot assume any responsibility for the child from that time.

Carol Caplice or substitute supervising teacher supervise the gate area.

Pupils who have not been collected are instructed to wait inside the gate and to inform Miss Caplice/or other supervising teacher/adult.

Late Collections

All children must be collected on time every day. The Board of Management recognises that sometimes unforeseen circumstances can lead to a child being collected later than the correct time. Therefore, the school's duty of care will extend until such a time as the parent arrives. .If a parent is late to collect a child, the child will remain with the class teacher (infants) or the supervising teacher (Miss Caplice or substitute supervising teacher).

If deemed necessary, the parent will be called by the principal or the teacher to inform him/her that the child/children has not been collected. Parents who are repeatedly late to collect their child/children will be formally reminded by the class teacher and/or principal of the correct collection time.

The Board of Management has informed and regularly remind parents that the school does not accept responsibility for pupils arriving before 9.05 a.m. or those remaining in school after 3.10pm.

2. Mid-morning and lunchtime breaks:

The school takes a mid-morning break from 11.15a.m – 11.30 a.m. and a lunchtime break from 1.00p.m. – 1.25 p.m. The yard area is divided by lines to indicate specific play areas for Infants, middle classes and senior classes. When grass is dry children from Rang 3-Rang 6 play on the grass at the rear. When the grass area is too wet for play two class levels (older pupils) use a designated area in front of the school for playtime.

Four teachers and four SNAs supervise the children in the different play areas. The supervising teacher in the centre play area supervises the external toilet.

A rota is in place for mid-morning and lunchtime break supervision duty. Teachers taking a course day can swap supervision duties with a colleague. If a teacher is unexpectedly absent the Principal will assume his/her duties.

Our Policy reflects the school's commitment to the provision of "adequate supervision" and to best practice. SNAs provide individual supervision for designated children. They can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teachers on yard duty/classroom supervision duty (morning, wet days)

The school's anti-bullying policy and code of discipline policy cover incidents of misbehaviour.

A "Sick Bay" area (at present just outside the staff room) operates at both breaks. Injuries on yard which require attention are recorded and dealt with by the SNAs/teachers on sick bay duty. Pupils are regularly reminded of safe, acceptable yard behaviour. Where staff and/or parents express concerns about a pupil's behaviour, all yard duty personnel are informed and agreed individually planned procedures are put in place to ensure the safety of all.

Teachers on yard duty ensure pupils line up quietly and walk back into school. Class teachers meet pupils at entrance doors and supervise return to classroom.

On wet days or when the yard is deemed dangerous due to snow/ice/other hazard, the children remain in their classrooms during break times and are supervised by teachers and SNAs as per supervision rota. On these days pupils may play with toys/board games, read or watch educational DVDs on the whiteboard.

3. School activities:

Physical Education.

Pupils taking part in indoor or outdoor games do so under the supervision of the organising teacher. It is school policy for a teacher to supervise pupils in the handling of all large equipment necessary for PE class. Pupils are not permitted to touch PE equipment unless under the supervision / instruction of a teacher

Football/Hurling Training/Matches:

During the year children will be involved in football and hurling training and matches. This is a school activity and teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:- road safety, behaviour on bus, risks posed by particular venues and injuries requiring First Aid, For training children will walk with a teacher to the pitch and be collected from the pitch by parents. School staff supervise children in the changing rooms (monitoring from the doorway). GAA coaching sessions are undertaken in the presence of the class teacher.

Visiting speaker

Class teacher or other teacher will always be present in classroom for the duration of the talk/activity by visiting speaker.

Use of ICT

Pupils using laptops/computers/iPads are always supervised by a Teacher or SNA under the instruction of a teacher.

Learning support/Resource

Pupils from infant classes who are attending Learning Support/Resource Teaching are collected and returned to class under the supervision of an adult. Special procedures are also implemented for children with special educational needs as appropriate.

Incidental

Pupils who need to leave the classroom on a message are always accompanied by another pupil.

Out-of-School Activities.

If necessary other teachers, SNAs and/or parents who have been garda vetted through the school may be called on to provide additional adult supervision for “out of school” activities e.g. short trips out of school, nature walks, going to church, swimming, extracurricular activities etc. The pupils’ safety is the primary concern with particular attention to orderly movement, road safety, car/bus safety, appropriate behaviour and an insistence on obedience of Teacher/Adult instruction.

There may also be occasions where parents are asked to take full responsibility for the supervision of their child/children during an “out-of- school activity”/extracurricular activity.

Longer school tours (See separate School Tours Policy-appendix 4)

4. Teacher having to leave his/her classroom:

A teacher should be present in the classroom at all times. If the class teacher/S.E.T needs to leave his /her classroom another teacher should be asked to supervise. It is school policy to minimise, as far as is practicable, the occasions when a Teacher is absent from a classroom. When this is unavoidable, the following applies:

Brief absence; Teacher notifies the teacher next door and asks for support. Both classroom doors are left open and the assisting teacher checks in on the class.

Break time; S.E.T teachers or adjacent class teachers supervise in classrooms while teachers on supervision duty have a ten minute break before commencing supervision duty at break times.

5. Teacher Absence

The following supervision procedures apply to cover teacher absence:

Planned absence where no substitute cover is provided by the DES e.g. Extra Personal Vacation (E.P.V) CPD. *Pupils in Rang 1- Rang 6 are divided amongst other classes. Infant classes are not divided and are supervised by S.E.T teachers on a shared rota basis.*

Planned absence where substitute cover is provided by the DES e.g. Professional development day. *Substitute teacher will be employed.*

Unplanned absence e.g. sick leave *Substitute teacher is employed where possible.*

With effect from 1st January 2009 substitute cover is not provided for the first day of an absence of a teacher on uncertified sick leave in a school, therefore the class will be divided between other classes. In the event that two or more teachers in a school are absent substitute cover will be provided on the first day for the second and subsequent teachers who are absent. Substitute cover will be provided for any absent teacher on the second and subsequent days.

6. Movement on the stairs:

Pupils are regularly reminded of the need for care when moving on the stairs.

7. Temporary Withdrawal:

Should children have to leave the school for any appointment (e.g., dental/doctor etc.) parent/guardian must complete the details in the “Leaving Early” book in the office. Pupil must be signed in again by parent/guardian if he/she returns to school. It is the responsibility of the parent/guardian to collect the child from the school and to ensure the continuity of care during the period of absence. Parents are reminded that any child who leaves school early for any reason is no longer the responsibility of the Board of Management until he or she returns to school.

8. Student Teachers and Work Experience Personnel

Class teachers are responsible for the supervision and oversight of the children in their class at all times. Student teachers and work experience personnel will not be left in sole charge of the pupils.

Communication, Monitoring and Review

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. It will be reviewed initially after one year and then every two years, unless there is a compelling reason to review it earlier. This policy was ratified by the Board of Management on 7/02/2019.

Scheduled for review January 2020

Canon Michael Leamy

Signed: _____ Chairperson Date: 07/02/2019

Mairéad Uí Íomhair

Signed: _____ Principal Date: 07/02/2019

Appendix 1: Guidelines for yard supervision and yard rules

YARD SUPERVISION GUIDELINES

Teachers must be punctual going to yard and ringing bell

Four teachers on duty: One to supervise junior and senior infants, one for Rang1-Rang 2, one teacher to supervise Rang 3 – Rang 4 and one teacher to supervise Rang 5- 6 *(When children are playing at the front of building one teacher and one SNA supervise in this area.)

Be aware of pupils, who need special attention, observe their behaviour. Be visible.

Liaise with S N A's re pupils under their care.

Be aware of visitors entering the playing area

Keep an eye out for children alone or who appear to be upset.

Keep an eye out for conflict or aggressive behaviour, rough or dangerous play

Keep an eye out for any form of bullying and take appropriate action. Inform Principal/Deputy Principal of any serious incidents immediately

Minor Accidents

Teacher to bring or send pupil to sick bay. Teacher on supervision duty must return to yard immediately. In the case of a serious emergency ask another teacher/principal to take over supervision in the yard.

Sick bay attendants attend to pupil, issue blue card to be shown to class teacher and sent home with child to alert parent.

Accidents of a Serious Nature

Teacher/SNA to bring child to sick bay if possible, Sick bay attendant/ First aider treats child, Alerts other staff and seeks support if necessary to contact parents and or emergency services. The teacher on duty must complete the accident report form (available in First Aid Press) and files it in appropriate file in Principal's office.

Principal/ deputy to be informed.

Incidents

Teacher on yard to deal with incident

A record of more serious incidents/ concerns will be kept in Yard Supervision Notebook (date, time, brief details, and signature) Class teacher and Principal to be informed.

NB. Sick Bay is not for pupils who are misbehaving.

YARD RULES

Class Teachers are requested to teach these rules and regularly revise them with students..

Be gentle -Be a friend- Play safely-Stay in your area- Respond to bell- Inform teacher

Be gentle - no rough play, stay on your feet no rolling on the ground etc.no pulling dragging etc. no trains, no rough tackles

Be a friend - include others in your game - share

Stay in your own section of the yard.

Stay in the yard -do not leave the yard without permission

If you need to use the toilet ask a teacher for permission

If you need to go to sick bay ask a teacher for permission

Play safely - no throwing of sticks, pebbles etc.

Respect our environment - no balls in the yard when the surface is wet

Respond to the bell – STOP, FREEZE, WAIT for green flag, WALK to the line.

Wait quietly in line until a teacher calls you in.

Be responsible - talk to supervising Teacher, an SNA or to your own Teacher or the Principal if you are unhappy in the yard, if you are hurt, if someone is bullying you etc.

Guidelines for mid-morning and lunchtime supervision on wet days

4 teachers to supervise -2 teachers to supervise rooms downstairs and 2 teachers to supervise rooms upstairs

4 SNA's to supervise in classrooms with specific needs

Appendix 2: Sick Bay Procedures

During recreation the seat outside the staff room is set aside for children who are sick or who require first aid. A First Aid box is kept in the First Aid Press near the back door. Sick bay is manned by SNAs/ teachers on a shared rota basis. Teachers and SNAs have basic first aid training. It is the school policy not to treat pupils except for very minor ailments. If there is any concern, it is school policy to call parents and seek professional help i.e. doctor or ambulance. Only unwell pupils should be in sick bay. In the event that a child is sick and requires medical attention and parents are unable to be contacted the emergency services should be contacted and arrangements made for the child to be seen by doctor. A member of the first aid team/teacher will remain with the child until parents arrive at the treatment area.

Recording

Blue cards for reporting minor accidents to parents are stored in the First Aid Press.

Accident Report Forms are to be filled out for more serious accidents which result in child going home. These forms are kept in the secretary's office. Accident Report forms are filed in a designated folder in Principal's office.

Appendix 3 Notice of Accident (To be shown to Class teacher and Parents)

Child's name: _____

Time of injury: _____

<i>Nature of Injury (Please Tick)</i>	<i>Treatment Provided in school (Please Tick)</i>
<input type="checkbox"/> Head injury (bump, fall)	<input type="checkbox"/> Icepack applied
<input type="checkbox"/> Eye Injury	<input type="checkbox"/> Wound washed with water
<input type="checkbox"/> Mouth Injury/Tooth	<input type="checkbox"/> Antiseptic wipe used
<input type="checkbox"/> Leg	<input type="checkbox"/> Plaster applied
<input type="checkbox"/> Arm	<input type="checkbox"/> Inhaler
<input type="checkbox"/> Nose Bleed	<input type="checkbox"/> Other (Please give details)
<input type="checkbox"/> Bee Sting	
<input type="checkbox"/> Allergy	
<input type="checkbox"/> Other (Please give details)	
<i>Date:</i>	<i>Sick bay Attendant:</i>

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<input type="checkbox"/> Leg	<input type="checkbox"/> Plaster applied
<input type="checkbox"/> Arm	<input type="checkbox"/> Inhaler
<input type="checkbox"/> Nose Bleed	<input type="checkbox"/> Other (Please give details)
<input type="checkbox"/> Bee Sting	
<input type="checkbox"/> Allergy	
<input type="checkbox"/> Other (Please give details)	
<i>Date:</i>	<i>Sick bay Attendant:</i>

Appendix 4 Policy on Tours /Outings

Tours will be arranged at the discretion of the teacher in charge of a class, or a teacher in charge of certain interest groups e.g. Choir/Sports in consultation with Principal/Deputy.

Type of Trips

A. Local walks (where no transport is required)

Details should be notified to the Principal/Deputy outlining; venue, time of departure and expected time of return. A mobile phone should be brought. The ratio of adult/child supervision will depend on location/nature of activity/number of children participating/potential risks/other factors. Additional adults (teachers/SNAs/ parents) will be called upon to aid supervision as deemed necessary.

B. Day Trips (bus/cars involved)

Details should be notified to the Principal/Deputy outlining; venue, time of departure and expected time of return. A mobile phone should be brought. The ratio of adult/child supervision will depend on location/nature of activity/number of children participating/potential risks/other factors. Additional adults (teachers/SNAs/ parents) will be called upon to aid supervision as deemed necessary.

A letter should be issued to parents outlining the details e.g. time, cost etc. Written parental consent should be included in this letter. If bus is used, driver(s) need to comply with conditions of hire. Teacher should bring a tour kit. (see below).

2. Safety and Supervision

Teachers *and* parents will be extra vigilant when taking children out of the school for walks/trips/tours/ events/ activities Special attention will be paid to road safety, behaviour on bus, risks posed by particular venues (e.g. adventure playgrounds etc.).

Parent volunteers/assistants should be informed of their responsibilities in this regard before any trip.

3. Venue

The teacher will be as 'au fait' as possible and have gathered information on any potential venue, with particular reference to educational opportunities afforded and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have pre-arranged plan to deal with emergencies. Where more than one class travels, one teacher will accept the role of 'leader'.

4. Communication with parents

Teachers will ensure that Parents are given sufficient notice of itinerary, timetable, cost, special clothing necessary and packed lunch (no glassware)

5. Cost/Finance

The teachers will endeavour that the cost of the tour is reasonable and represents value for money.

Those intending to travel should cover costs.

6. Tour Kit

Leaders will take 'Tour Kit' on all outings. The kit will contain: First Aid materials, refuse and illness bags, newspapers, kitchen paper and bottled water.

7. Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline.

Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents to be advised of this in advance.

Alternatively, parents may be asked to accompany their child.

Teachers travelling will decide dress *standards* in conjunction with school dress code. If uniform is inappropriate, school tracksuit to be worn. Some tours may however require old clothes/change of clothes/shoes etc.

8. After the Tour

Where problems arise, *either with* such *things* as the venue or transport, teachers will report back to the transport / tour organisers who will in turn discuss it with the Principal/Deputy.

