

Supervision Policy

Introduction

This policy was initially drafted by Sandra Wickham in January 2015, and was subsequently discussed and amended by teaching staff. It 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 judgements 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 learning environment 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

School Procedures

- It is the policy of the school for staff to supervise the school yard at all times when children are outside.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am
- Due to the individualized nature of our setting, there are no set lunchtimes for the school which require a rota for supervision. Teachers take their breaks after support staff to ensure that supervision for class breaks is provided. When they are on their break either the Principal, Behaviour Analyst or School Nurse will be available to supervise, and can be called via the communication system.
- The school nurse and behaviour analyst have also been ratified by the Board for purposes of supervision.
- All staff supervising classes will have access to the communication system which will call a senior member of staff for assistance.
- School Rules are revised continually and communicated to children regularly
- If parents indicate a worry about a particular child all teachers are informed of the concern so that the particular concerns can be addressed satisfactorily.
- At least two Special Needs Assistants are in class during lunch breaks. While these adults may be assigned to provide individual supervision for designated children, they

can act in an observing and reporting capacity, bringing relevant information to the attention of the staff member on supervision.

- Children with injuries/complaints are dealt with directly by the teacher on supervision. The school nurse will be called if required or the child taken to the nurse as soon as possible to be checked if there are any concerns.
- First Aid boxes are located under the sinks in each of the classrooms, and in the blue room
- Accident/Incident Report records are kept as a matter of procedure.
- If children remain uncollected after school closes, the school always ensures that a duty of care is provided until a parent/guardian calls

Special Provisions

- During community outings or other out of school activities, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one teacher per 6 children. Currently support by auxiliary staff is provided in a ratio of at least 1 staff member to two children. Risk assessments in respect of community outings will be undertaken and each adult will be assigned a child/children. Common sense, knowledge of the children's needs, and recommendations from the risk assessments will also be a deciding factor in determining levels of support needed.
- 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.
- When visiting teachers such as P.E., Music, Language, take over a class, the school encourage teachers to maintain a presence. The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.

Success Criteria and Review

- Ensuring a safe child-friendly environment
- 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

Ratification and Communication

This **Supervision Policy** was reviewed and re-ratified by the Board of Management, Saplings Goresbridge on **7th October 2024**, and was communicated to parents via agreed minutes. A copy will be retained as part of the school plan. Should any difficulty arise the teachers will make the principal aware of it and it will be dealt with in an appropriate manner. This policy will be reviewed in the light of unplanned events or incidents, but not later than the first term in the academic year 2027/28. It is intended to be read in conjunction with other school policies such as Behaviour and Anti-Bullying.

References

1. *Primary Education Management Manual – Thompson Roundhall*

2. Insurance, Safety and Security in the school – Church & General

Signed by Principal _____

Signed by Chairperson of the Board _____

Date _____