

## **Supervision Policy**

### **Introductory Statement:**

This supervision policy was drawn up originally by teaching staff on the 23<sup>rd</sup> of May 2005 with the assistance of Geraldine Costelloe. It was reviewed on the 12<sup>th</sup> of February 2010 and again in early 2018, following the publication of new Child Protection Procedures for Primary and Post-Primary Schools in December 2017. It was subsequently approved and ratified by the Board of Management at a meeting on the 5<sup>th</sup> March, 2018.

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.

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.

### **Rationale:**

The rules for National Schools 121(4) and 124(1), along with Section 23 (2) of the Education Act 1998, 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.

The measure of duty placed on the teacher 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".

It is a matter of judgement for the principal, staff and board of management to be satisfied that the number of teachers on duty at any one time is sufficient to provide "adequate supervision". There is no agreed definition of "adequate supervision" as the degree of supervision required will vary with the circumstances.

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.

With the publication of Circular 33/2013 (Public Service Stability Agreement 2013 - Supervision Scheme in Primary Schools), all teachers are required to provide 43 hours supervision per annum.

These hours, in addition to yard duty, will be used to cover uncertified sick leave absences and to cover the first day of force majeure leave and illness in family leave.

### **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 provide a safe and secure environment
- 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 encourage children to take responsibility for their own care and that of others.
- To clearly define procedures for supervision in Kildangan N.S.
- To contribute to effective school management and comply with relevant legislation.

### **School Activities**

#### **1. Arrival of Students**

Kildangan National School starts at 8.55am. Children are permitted on the premises 20 minutes before the start of school. No child is permitted on the grounds until 8.35am, when supervision begins. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off too early. Supervision is provided by members of the In School Management Team, who maintain their own roster. School SNAs also assist, as part of their Croke Park Hours. Children are permitted to play during this time, once they are careful and respectful of others arriving to school and those attempting to get to their class lines. They can place their school bag in a line. They are not allowed on the grass or to enter areas which supervisors cannot adequately supervise. They are not allowed to jump over their schoolbags. When the bell rings, each class lines up in a designated area of the yard and waits for their teacher to come and collect them. The same system prevails after morning and lunch break.

On wet mornings or at times of severe frost, children will be brought directly inside. Those on supervision will walk the corridors and check that children are safe inside their classrooms, until the bell rings to commence the day.

#### **2. Classroom Teaching**

The children are supervised at all times by the class teacher. The class teacher does not leave his/her class, without arranging for another adult to cover.

If a teacher is called from his/her classroom to meet with a parent, another member of staff will be released to cover. However, it is school policy that parents make appointments to meet with teachers before or after school, when no supervision of pupils is required.

When it is time to go outside, the class teacher ensures that children are suitably dressed for the weather conditions on the day. Children are not permitted to bring unnecessary items to the yard. Teachers are expected to organise the orderly exit of children from their classroom, through the corridor and out onto the yard. An established routine must be in place so that the students know what to do, particularly if another teacher is handling their exit. No child is allowed to stay in the classroom unsupervised during break time. Any child who is unwell or staying in to complete work must do so in the Reception area.

### **3. Small Group Teaching / One-to-one Teaching**

Children who are withdrawn from their mainstream classroom for Resource/ Learning Support must be collected at the classroom door by the relevant teacher. SETs must work in a room with a glass door or an open door. Children must be escorted back to their classes following the session.

### **4. Recreation breaks for students**

A Rota for supervision is drawn up by the school secretary, in consultation with Principal and staff and this Rota is displayed on the staff room notice board and at reception. A copy is also distributed to each teacher.

Four teachers are rostered on each day. One teacher in the Infant Yard, one in the 1<sup>st</sup>/2<sup>nd</sup> Yard and a third in the 5<sup>th</sup>/6<sup>th</sup> Yard. A 4<sup>th</sup> teacher is the designated First Aid Officer. Special Needs Assistants provide yard supervision at each break. While designated to children with SEN, the SNAs can provide teachers with very useful information regarding daily activities and behaviours which they observe amongst social groups in the playground. Teachers are encouraged to liaise with the SNA on yard and to check if they need to be made aware of any potential conflicts emerging during the break.

Teachers must consider any potential hazards on the yard and report them immediately to the Principal. The school's Safety Statement lists all the hazards on the school yard and supervisors must make themselves aware of the content of the Health & Safety Risk Assessment.

Teachers must arrive promptly for yard duty when the bell goes at 10.45am and 12.30pm. They do not leave the yard during the break. Any injured child must be handed over to the First Aider at the school door.

Teachers on duty are permitted a 10 minute break before duty but must alert the teacher next door that they wish to leave their classroom. Both classroom doors are opened while the teacher next door supervises the children until it is time to go out to the yard.

Children who need to use the toilet during break time must ask the supervising teacher for permission to leave the yard to go inside.

No rough play is tolerated in the yard. Each teacher deals with individual misbehaviours as he / she deems necessary, consulting the principal for advice if appropriate.

If a pupil misbehaves then he / she receives a verbal warning from the teacher.

If the misbehaviour continues the child will be withdrawn from playing and placed in a time out zone for a short period of time.

The incident will be reported to the class teacher and principal if necessary. An Incident Report should be made by the teacher on yard. These forms are available in a folder behind the reception desk. If other children were involved in an incident, the class teacher should ask the children to fill out an Observer Report Form as promptly as possible.

When the bell goes at 11am and 1pm, each pupil is expected to stop and freeze. The teacher on duty then blows a whistle, to signal that it is time to walk to the class line. Each line is expected to stand calmly while waiting on the class teacher to arrive to pick them up. The teacher on yard stays with class lines until their teacher arrives.

First Aid Kits and an Accident Report Book (Yard Book) are kept as a matter of procedure. Accidents where there is injury involved should be noted in the Accident Report Book by the teachers on First Aid. Any other incident deemed noting can also be put in the Yard Book. Serious injuries include: deep cuts, eye injuries, bump to the head, burns and swallowing of foreign object. The principal / parents / guardians will be contacted and a family doctor if necessary. It may be necessary for the child to be taken to hospital, the principal and one other member of staff will accompany the child.

Serious injuries and the circumstances will be recorded and the BOM, school insurances and the INTO (if deemed necessary) will be contacted a.s.a.p.

Where a teachers suspects that a child is unwell parents are alerted, usually by phone and with the Principal's approval.

At times, students who are detained under the school's Code of Behaviour must stay inside at break time to complete work. These children must sit in the reception area, where the teacher on First Aid duty can supervise them. These children are expected to behave in a quiet and respectful manner, so that the teacher on First Aid can look after those who need to be cared for.

In the event of a planned absence the teacher rostered on duty must arrange another teacher to swap supervision duties. In the event of an unplanned absence, the Principal or Deputy Principal arranges cover.

In the case of a teacher's absence on sick leave, study leave or any special leave, the duty may be offered to a substitute teacher. If that teacher does not do the duty, it is shared amongst the teachers already on the rota.

## **5. Supervising on Wet Days**

During wet days, children remain in their classrooms and are supervised by the teachers on duty. Classroom teachers will organise an activity (programme on the white board, board games, toys, project work) for the children to do while staying inside. Children are required to remain seated during wet day break time. They are not allowed to use scissors or sharp instruments during this time or to run around the room or engage in rough play.

## **6. Dismissal of students**

Teachers are responsible for seeing their pupils off the premises each afternoon after the bell rings. It is the responsibility of parents/guardians to make arrangements for the collection of their children at 2.35p.m. Children are expected to leave the premises promptly. Some children walk to and from school. It is important that the class teacher is aware of who has permission to walk home.

Students travelling by bus are expected to wait at the front of the school until their bus arrives. They are not allowed to play at the back/side of the premises, where no-one can see them. They must stay inside the school gate until the bus pulls up at the gate. Once outside the school gate, they are the responsibility of their bus driver. On a wet day, the bus children will stay in the reception area until their bus arrives.

Parents must communicate with the class teacher, so that they are aware of any changes to the collection routine. A note to the teacher or a phone call to the school secretary is required if someone new is arranged to collect the child.

Children who cycle to school are not allowed to mount the bicycle inside the school gate. This is particularly important at dismissal time when there are large numbers of children exiting the school.

## **7. Late collection of a student**

If children remain uncollected after 2.35pm, the school always ensures that a duty of care is provided until a parent/guardian calls

Class teachers are responsible for taking care of any child not collected on time. After 10 minutes, they must call a parent. If there is no answer from the parent, they can call the emergency contact listed on the child's enrolment form, after a further 15 minutes (3pm) This form is kept in the school office.

If 1 hour has passed and no contact has been established with a parent/emergency contact, it will be necessary to contact the local Gardaí, out of concern for the parent's welfare. Following on from that, it may also be necessary to contact TUSLA Child & Family Agency. The class teacher will liaise with the Principal/Deputy Principal when dealing with a late/non-collection of a child.

### **8. After-School Classes**

The class teacher is responsible for ensuring that a child engaging in an after-school activity goes to the correct meeting point. From there the teacher, involved in the after-school activity, takes responsibility for the children staying on the premises. During the day, the teacher taking the children after school, should enquire if anyone is not staying for the class. This will avoid confusion at dismissal time.

A teacher, involved in teaching an extra-curricular activity, should ensure that they maintain the correct health & safety ratio of 15:1. If numbers increase above 15, the teacher will require assistance.

### **9. Teaching activities in multi-purpose room**

Teachers taking a class upstairs to the multi-purpose room for Aistear or Computers must take care to exercise caution on the stairs. Children must walk up carefully, holding the bannister on the left hand side. They must line up at the end of the activity before going downstairs, keeping to the left once again. Teachers must be mindful of any potential hazards in the multi-purpose room (toys, stations, computer equipment, floor mats etc.).

### **10. Outdoor teaching activities**

Teachers will take their class outdoors for PE Sessions, SESE trails, Maths Trails or visits to Kildangan Church. Before leaving the premises, teachers should ensure that children have had the opportunity to go to the toilet, so that they do not need to leave the activity outdoors. In exceptional circumstances the teacher will permit a child to leave the group to go inside. The child must ring the door bell, so that he/she can gain entry to the reception area.

### **11. School Tours/Outings**

The school is committed to providing adequate supervision while on school outings. The ratio of children to adult, while out of the school is 15:1. Class teachers must arrange for a 2<sup>nd</sup> adult to accompany the class. This can be a SET teacher, the school Principal/Deputy Principal or an SNA (if one is allocated to a child with SEN in the class). In exceptional circumstances, the 2<sup>nd</sup> adult can be a

volunteer, such as a parent, once they have specific Garda Vetting and have been approved by the Principal to assist.

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 (e.g. adventure playgrounds etc.). The minimum supervision ratio will be 15:1 (adult). All adults supervising on tours must hold current Garda Vetting.

Kildangan NS has a strict 'no mobile phone' policy for children. Students are not permitted to bring their phones or any other electronic device with them on a school outing. This is to prevent any possible online activity, negative messaging, unauthorized photo/video taking, potential cyberbullying on social media sites used commonly by preteens. They will face sanction under The Code of Behaviour if they are found to have a phone with them.

### **12. Swimming**

Pupils will be accompanied by and supervised by their class teachers and SNAs on the way to and from the pool. School staff will provide supervision before and after the swimming lesson. Children, who are unable to participate in the lesson, will travel on the bus and remain at all times under the supervision of the class teacher.

The swimming instructor takes charge while children are in the pool, school staff help. Teachers supervise the changing area, children are allowed to enter shared cubicles with 2/3 other children. Teachers will get children to line up at the door once they are ready to leave. No-one leaves until all children are dressed and ready to go. A head count will take place before leaving to embark on the bus. See Swimming Policy for further information.

### **13. Football Matches**

During the year children will be involved in football 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. The ratio of children to adults will be 15:1. Assistance will be provided to the teacher by the School Principal or a Parental Volunteer (with specific Garda Vetting). A staff member supervises children while in the changing rooms.

### **14. Off-site activities (Kildangan Church, Kildangan GAA, Kildangan Hall)**

Teachers will be extra vigilant when taking a class out of the school to visit the local Church, the local GAA club or Kildangan Hall. Supervision ratios of 15:1 must be adhered to. Any volunteers accompanying the class and teacher must have statutory vetting in place. All necessary precautions must be taken while walking on the footpath, on the road or over the railway bridge. The teacher should also observe any potential hazards in the venue (microphone cables on the floor in the church, candles lighting etc.), cars parking at the GAA pitch, lights not turned on in the changing

rooms, caretaker cutting grass etc.). When returning to the school, pupils are expected to walk in a calm and respectful manner, in order to ensure the safety of all.

### **15. External Personnel supplementing curriculum**

Class teachers are expected to maintain a presence when a visiting teacher or coach takes over a class. The visitor may require assistance from the class teacher with regard to pupil management and all support should be given, in order to ensure a successful session.

### **16. Students on Work Experience/Teacher Placement**

The Principal will be the main point of contact for students on work experience or teacher placement. Any student will be subjected to strict Garda Vetting and will sign the Work Experience Contract with the Principal. Students are required to keep all events in class confidential and if they have a concern, to report it to the class teacher or DLP. If they encounter problems with a child's behaviour, this should also be referred to the class teacher. Students, like all school personnel, must leave their mobile phones out of sight while supervising children. They are expected to walk around, observe, and help children when assisting on yard and must report any problems/concerns to the teacher on duty.

Students are not permitted to get involved in any activity that involves lifting children or any other inappropriate physical contact. They must not find themselves alone with a child in an unsupervised area.

### **17. School Mass**

At certain times of the year, the school community attends Mass in the local Church. Infant Classes will sit on the left wing of the altar, the choir will sit on the right wing and all other classes will sit to the front of the church. Teachers of Junior and Senior Infants will require additional assistance to maintain control of their classes during the service. Special Education Teachers and the School Principal will assist them by sitting in close proximity to the children and walking with the line to and from the Church. Choir teachers will take responsibility for the children singing in the choir while the other Senior Teachers will take care of their own class and any children in 4<sup>th</sup> – 6<sup>th</sup> not taking part in the choir. Everyone is expected to maintain appropriate behaviour in the church and to enter and exit the building as quietly and respectfully as possible.

### **18. School Assembly**

Whole School Assembly occurs throughout the year, usually at the end of each month. Each teacher is notified in advance on the date and time of the assembly. The whole school meets on the basketball court. Class teachers are asked to line their class up along the yellow lines and to



maintain control of the class while the Principal conducts the assembly. At the end of the assembly, classes are brought back to their rooms in an orderly fashion.

### **19. Classes Split Up (Teacher Absence)**

On a day where a teacher is taking an EPV Day or any other type of notified leave, arrangements will be made to supervise the class. On the evening before the notified absence, the class teacher will distribute a list to all other teachers, the Principal and the school secretary, informing everyone of where children are supposed to go the next day. Work will also be prepared in advance. On the morning of the absence, the children will be brought in by the school Principal or designated supervisor on morning yard. Attendance will be taken before splitting the children up to their arranged classes. The other teachers take responsibility for a small number of children for the rest of the day. The children will be asked to return to their original classroom about 15 minutes before the end of the school day, in order to return all the tables, chairs and books. Children in infant classes will be organized in a line at Reception and brought out to their parents by the Principal or Special Ed Teacher. All other classes must return to the class where they were being minded and leave the school with that class.

### **20. Children leaving for HSE appointments**

Parents should request in writing that the child be allowed to leave school during the day, due to health commitments. On such occasions the child is the responsibility of the parent for the duration of the out of school activity. Parents/guardians are requested to sign out the child when leaving and to sign them back in when they return.

### **21. One-to-One Counselling/Coaching/Discussion with teacher**

At times, it will be necessary for a teacher to speak with a child on a one-to-one basis. This is usually to discuss a sensitive matter and the teacher is conscious of being as discrete as possible, in order to support the wellbeing of the child involved. During such conversations, teachers will ensure that the door is left open and a written record is taken of the discussion. This might take the form of an anti-bullying report or a general informal note in the teacher's notes. The teacher must make the Principal aware of any anti-bullying investigation taking place or any concern the teacher has for the child.

### **22. Care of children with SEN, including intimate care**

Special Needs Assistants, involved in the care of children with SEN, will adhere to strict protocols around intimate care. Please see the school's Intimate Care Policy. In certain circumstances, if the class is away from the school on an outing etc., the SNA might require support from a teacher to

manage the care of the child. Before any outing, the class teacher and SNA should discuss any potential issues and agree on a plan of action, if help is required.

### **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

### **Review**

This plan will be reviewed annually, following consultation with staff and the annual review of Child Protection Policy by the Board of Management.

### **Ratification and Communication**

This plan was ratified by the Board of Management on the 5<sup>th</sup> March 2018 and will commence with immediate effect.

