



Gaelscoil Choráin Eochail

Polasaí Feitheoireachta/Supervision Policy

Réamhrá/Introduction

This policy was originally formulated in September, 2016. It applies to all staff and children in Gaelscoil Choráin during school hours, break times, and on all school related activities.

Réasúnaíocht/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.

Sainéiteas na Scoile/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. Because it is an aim of Gaelscoil Choráin to provide children with an opportunity to lead a full school life through the medium of the Irish language, there is particular emphasis placed on the importance of the speaking the Irish language at break times. Teachers have both a responsibility of supervision at break time and a responsibility to encourage and to promote the use of the Irish language amongst students insofar as is possible.

Aidhmeanna & Cuspóirí/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.

Gnásnna Scoile/School Procedures

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.30am to 10.45am and 12.15pm to 12.45pm. Teachers assume a duty of care at 8.40am. The school gate opens at 8.30am and children are allowed access to the school yard as a matter of health and safety. The Deputy Principal supervises without prejudice the playground for the ten minutes preceding admission time each day i.e. 8.30am to 8.40am. Infant classes are admitted to their respective classes from 8.40am where supervision is provided by their class teachers. Students from Rang 1 to Rang 6 remain in the main school yard where supervision is provided by the supervisory teacher on yard duty. Parents are informed of the schools supervision procedures in the first Newsletter of each school year. At 8.55am all children are to be in their designated lines in the main school yard. Each class teacher will collect their class from their line at this time.
- On wet days all students will be admitted into the school at 8.40am where supervision will be provided in their respective classrooms. Children in school prior to 8.40am on such days are to remain in the school shelter. Children are taught and reminded on an ongoing basis about road safety and safe routines regarding arriving and leaving school.
- Evening supervision will be provided from 2.40pm to 2.50pm by the Principal and Vice Principal. No supervision is provided outside the school gate.
- A Rota for supervision is drawn up in consultation with Principal/staff and this Rota is shared with all staff members on the schools local network and is displayed on the staff room notice board.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- Supervision duties are compulsory and teachers do not have the option of opting out unless in exceptional circumstances accepted by the Board of Management. The Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 43 hour contracts.

- 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 taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement.
- 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 on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard. In a case where a child is not seriously injured but is hurt he/she will be attended to by the teacher or SNA on yard duty. An oral report will be given to the class teacher. Depending on the nature of the injury a decision will be taken as to whether or not the parents should be contacted. In the case where there is any form of damage to the head however minor, the parents will always be telephoned. If the injury is not serious, it is attended to and the child returns to class/yard etc.
- If a child is seriously injured a teacher will send a child from the senior classes in to call the class teacher and or Principal. The teacher on supervision duty in consultation with the class teacher/Principal/Deputy Principal will make a decision regarding the damage that is done to the child and whether or not he/she should be moved to the office/hospital etc. In the event that a child can't be moved and is seriously injured, the emergency services will be contacted and then the parents will be immediately contacted.
- 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. A copy will be sent home to the parent of the child in question and a duplicate copy will be kept in school. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If a child is sick and if a parent requests that the child stays in during break and lunch time, a note is required from the parent giving permission for the child to stay inside. The child will stay outside the secretary's office.
- If a child needs to use the toilet when in the yard during lunch break, he/she will ask for permission from the teacher on duty and will use the designated toilets on the ground floor. If a child from Rang 1 to Rang 6 needs to use the toilet when in the yard prior to the commencement of school at 9am he/she will ask permission from the teacher on duty and will use the toilet in the

prefab. Students in the infant classes will use the designated toilets on the first floor prior to the commencement of school at 9am and during lunch breaks.

- In the case of an emergency, if children remain uncollected after 2.40pm or in the case of infant classes after 1.40pm 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.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children in infant classes who are withdrawn from their mainstream classroom for Resource or Learning Support should be collected at the classroom door by the relevant teacher.

Socruithe Speisialta/Special Provisions

- a) For out of school activities such as games, swimming, tours etc 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 a minimum of two adults at all times.
- b) If a teacher is called from his/her classroom to meet with a parent or needs to leave the classroom for a short period, another member of staff may be released to cover. Otherwise the teacher in the adjacent classroom supervises the class, both classroom doors being left fully open. However, it is school policy to request parents to make appointments.
- c) On wet days children remain in their classes under the normal supervision rota. Teachers patrol the corridors on the first and second floor and go between the two classrooms on the third floor. Students in the prefab are supervised in classrooms on the first floor during lunch break. SNA's will be assigned to the infant classrooms under the direction of the teachers on duty. Classroom doors are left open. All children remain seated during this time. The class teacher organizes activities for the children.
- d) When visiting teachers such as P.E., Music, Dance or guest speakers take over a class, class teachers maintain a presence at all times. Neither SNA's nor pupils are left in sole charge of a class.
- 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 due to health commitments etc. The parent/ adult collecting the child signs the sign out book in the secretary's office, noting the date and time of collection. If the child returns to school afterwards, the parent/adult signs the child back in again, noting the time of return. In the interests of safety

identification may be asked from those that present to collect a child if they do not usually collect the child in question.

Critéir Ratha & Athbhreithniú/Success Criteria & 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

Cur i bhFeidhm/Implementation

This policy was formulated in September 2016 and will be reviewed and updated as required.

It was ratified by the Board of Management on 13.10.2016

Signed: Antóin Ó Laoire
Cathaoirleach An Bhoird Bhainistíochta

Tagairtí/References

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