



# *St. Joseph's National School*

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## **Ballyadams N.S**

### **Supervision Policy**

#### **Introduction**

This policy was formulated to document the agreed procedures relating to supervision. 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 during school time and during all school-related activities.

Legislation such as the Health Safety and Welfare at Work Act and 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 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.

In the case where substitute/temporary teachers are covering classes and an incident occurs causing injury to a child, the teacher on yard must inform the substitute teacher and the Principal. The Principal should then decide if the injury is significant or not and should assume the role of the Class Teacher and follow the procedures as outlined in the following paragraphs.

The Principal has the responsibility for informing all substitute teachers of the arrangements for procedures for school supervision.

### **School Procedures**

- It is the policy of the school to provide supervision of children on the drop-off from 09.10 until 09.20. Morning supervision is provided by the teaching staff on the drop-off and assume a duty of care from 9.10 until 09.20. All teachers assume a duty of care when school starts at 09.20. This duty finishes at 2.00 for junior infants and senior infants and 3.00 for 1<sup>st</sup>-6<sup>th</sup> classes. Autism Classes home times are 1.50pm & 2.50pm departure via buses from a designated location in the school.
- The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 09.10.
- The school yard is supervised at all times during regular school breaks i.e. 11.00-11.10 and 12.45-13.15. A rota for supervision is drawn up by the post-holder in consultation with the Principal/staff and this rota is displayed on the noticeboard in the staffroom.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly by their class teachers.
- Supervision duties are compulsory and all teachers must participate.
- If parents indicate a worry about a particular child on yard all staff rostered for yard duty are informed of the concern so that these particular concerns can be addressed satisfactorily.
- Teachers on yard duty remain with classes until the class teachers returns from break. Teachers taking an Extra Personal Vacation (EPV) day can swap supervision duties with a colleague, as per the "yard cover rota", displayed on the noticeboard in the staffroom. Teachers must organise this cover in advance of this absence.
- If a teacher is unexpectedly absent, a substitute teacher/colleague will assume his/her duties, as per the yard cover rota, displayed on the noticeboard in the staffroom.

- Special Needs Assistants are on duty during lunch breaks. These assistants provide dedicated supervision for designated Special Needs pupils. The number of SNAs on duty during breaks is dependent on the number of pupils with special needs.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty.
- Should a child receive an injury, the teacher on yard should inform the Class Teacher. The Class Teacher should decide whether the injury is significant or not. In the case of significant injuries, the Class Teacher should contact the parents/guardians by phone. If parents/guardians are not contactable, the teacher should try to contact the adult nominated by the parents/guardians. If the class teacher fails to make contact with the parents/guardians they must inform the Principal, who will then assume responsibility for making contact with the parents/guardians. Should a child require medical assistance the Principal will organise this, in conjunction with the First Aid Responder Team.
- In dealing with injuries on yard, teachers are required to adhere to the procedures outlines in the school's *Safety Statement*.
- First Aid bags and equipment are stored in the staffroom at all times.
- The teacher on yard must record any injury/complaint reported to him/her on Aladdin, using the accident/incident report form.
- Pupils who wish to use the toilet during break times outside must ask the teacher on yard. The teacher supervising will open the door for these pupils and be present at the door while such pupils wait to use the toilet. Toilet use will be encouraged by all class teachers before the commencement of yard times.
- Pupils who avail of sensory/movement breaks will be accompanied by a member of staff at all times (Please see SEN policy).
- Class teachers accompany their class to their line in the front yard and wait until all children have been collected/walked to the bus.
- If children remain uncollected at 2.00pm/3.00pm, the school will endeavour to ensure that a duty of care is provided until a parent/guardian calls.
- When a teacher is absent on leave and there is no substitution cover the following procedures apply:

Class teachers from Junior infants-6<sup>th</sup> classes are asked to prepare a list of work for children and photocopy this list of work for all pupils in the class for days when they may be absent (for infant classes this is an "emergency pack" of worksheets). This should be kept on the shelf nearest to the teacher's desk.

- Teacher should divide their classes into groups of 7/8 approx and record pupil names on a "split list". Class teachers should make **3 copies of this split list** – one to be left on their desk, one to be stuck on their classroom door and one to be provided to reception.
- SE teachers are allocated to a specific class teacher (see noticeboard in staffroom) and are responsible for walking absent teachers' class to their

room and “splitting” them as per “split list”. It is the class teacher’s responsibility to inform relevant SE teacher of their upcoming absence.

- Relevant SE teachers will request for pupils to return again to their own classroom at 1.50/2.50, from where they will be escorted to their line by the SE teacher for collection at home time.

### **Special Provisions**

- (a) For out-of-school activities such as games, swimming, tours, nature walks, etc, additional supervision may be put in place if deemed necessary by the Principal and/or SENCO and/or relevant post-holder to ensure adequate levels of supervision are in place (Please also see *Swimming Policy and Procedures*)
- (b) For pupils taking part in extra-curricular activities on the school premises, e.g. homework club, but outside of school hours, supervision will be provided by the teacher, or teachers, organising such activities.
- (c) 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.
- (d) Pupils in need of assistance with toileting/changing/showering, appropriate supervision will be put in place where needed, as per *SEN Policy and Intimate Care Plan* for relevant pupils.
- (e) On wet days, children remain in their classrooms. The usual supervision rota is applied, with two teachers supervising corridors.
- (f) For pupils who do not wish to participate in religious ceremonies/events during school hours, supervision will be provided by a teacher, or teachers, in a separate room where deemed necessary.
- (g) Should any lessons take place outside the school building, but still on the school grounds, teachers will accompany and supervise their class at all times.
- (h) When visiting teachers, e.g. P.E., music teachers, take over a class, the class teacher remains with their class at all times.
- (i) All visitors to the school must be accompanied around the school by a member of staff, with the exception of a frequent visitor who has been Garda vetted.
- (j) The *School Safety Statement* lists all hazards on the school yard and supervisors should inform themselves of the content of the Safety Statement.
- (k) If a pupil requires the use of the lift, he/she must be supervised at all times.
- (l) Parents may wish to collect their children for appointments, etc during the school day. Parents are requested to report to reception and sign the Early Withdrawal Register before collecting their child. Teachers must also record any “early leavers” on Aladdin using the tab of the same name.
- (m) Any fundraising activities for the school involving pupils will take place on site. Should any fundraising activities for the school take place outside of the school during school hours (e.g. carol-singing), the permission of parent(s)/guardian(s) will be sought and appropriate supervision will be put in place.
- (n) Pupils will be supervised by their class teacher during whole-school assemblies.

- (o) Other organisations who intend to use the school premises, during the school day or after school, must adhere to school procedures in this regard.
- (p) Teachers assume a duty of care for their class for the duration of their school day and will remain in class should students undertaking both work experience and work placement be present.

### **Success Criteria and Review**

- Ensuring a safe child-friendly school yard
- Providing well-organised and safe out-of-school activities
- Reinforcing school rules
- Reviewing supervision duties yearly
- Altering or adjusting procedures to overcome difficulties which may arise

### **Implementation**

#### *(a) Roles and Responsibilities:*

St. Joseph's Ballyadams believes that the school community must be involved in order to successfully implement this supervision policy. Therefore, the staff will implement this plan with the support of the Board of Management, Parents and the Local Community. Certain factors for the planning of SPHE in the classroom also need to be considered by each teacher:

#### *(b) Timeframe*

The plan will be implemented by January 2024.

This plan will be reviewed in September 2027.

### **Board of Management Ratification**

This policy is hereby ratified by the Board of Management of St. Joseph's Ballyadams.

Signed: Brian Ramsbottom

Date: 29.2.24

(Chairperson of BOM)