



Scoil Náisiúnta Droichead An Chláir

Clarecastle National School, Clarecastle, Co. Clare

Ratified by BOM

05/03/2018

Supervision Policy

February 2018

Clarecastle National School



Supervision Policy

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Principal Martin Moloney
Roll Number 17026M

Introduction

The Board of Management of Clarecastle National School places a great emphasis on providing the appropriate levels of supervision throughout the school day. This policy has been reviewed in February 2018 to reflect changed practices within the school. This policy sets out our Board's approach to the provision of this supervision on a day-to-day basis and how we ensure that all children are cared for in this context.

This policy details the practices and procedures on a typical day in our school and it is based on our Health and Safety Statement, our Code of Behaviour and our Child Safeguarding Statement/Risk Assessment.

Details relating to educational outings, swimming lessons and other such occasions can be found in these above named policies.

Rationale

The Rules for National Schools 121(4) and 124(1) and Section 23 (2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and /or on school activities.

Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the pupils in the school exists. All teachers in Clarecastle National School accept that duty of care towards the children in our school.

Child Safeguarding

The Board of Management recognises that **child protection and welfare considerations permeate all aspects of school life** and effective supervision of pupils by staff members is integral to the safeguarding of pupils in our care.

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 ensure the smooth day to day running of the school and establish an orderly, secure and healthy learning environment so as to ensure the safety and well being of pupils.
- 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 comply with relevant legislation.

General Provisions

A rota for yard supervision drawn up by the school secretary is displayed in the staffroom.

All teachers in Clarecastle National School shall partake in supervision duties.

Each staff member has a duty of care to all pupils for the duration of the school day.

In line with our school Health and Safety Statement under no circumstances should pupils be left unsupervised at any time. In exceptional circumstances where it is necessary for a teacher to absent themselves from the pupils in their care it is the responsibility of the said teacher to ensure that appropriate supervision arrangements are in place.

When engaging in outdoor activities/lessons teachers must ensure that all pupils remain in their area of vision at all times.

Teacher Absence/Unavailability

If a staff member is aware that they are unavailable to supervise on their appointed day it is their responsibility to arrange their supervision partner to supervise for them. A list of supervision partners is displayed in the staffroom alongside the supervision rota. In the event of a supervision partner being unavailable then it is the responsibility of the teacher to make alternative arrangements to ensure their duty is covered. All changes to the supervision rota will be recorded by the teachers concerned on the appropriate sheet located alongside the supervision rota.

Any long term arrangements between staff members in relation to sharing of supervision duties must be made known to the school secretary and recorded on the supervision rota.

Before and After School Supervision

Based on Case Law precedence and on the advice of our school insurers, Allianz, the Board of Management accept that it can be reasonably expected that children will be on the school grounds for up to ten minutes before and after school, allowing for normal access and departure in an orderly fashion.

Bearing this in mind supervision will be provided in the school yard from 8.50am to 9.00am and from 2.45pm to 2.55pm.

8.50am to 9.00am

Senior Yard: Ms. Carmel Duff, Assistant Principal Grade 2

Junior Yard: Ms. Barbara Hassett, Assistant Principal Grade 1

Pupils will be collected from the yard by their class teacher at 9.00am.

2.45pm to 2.55pm

Senior Yard: Ms. Barbara Hassett, Assistant Principal Grade 1

Junior Yard: Ms. Carmel Nugent, Assistant Principal Grade 2

In the event of one of the teachers rostered for supervision above being absent their duty will be covered by another member of the Leadership and Management Team.

Wet Mornings

On wet mornings the school doors will be opened to pupils at 8.50am. Pupils will line up in an orderly fashion outside their classrooms until the bell rings at 9.00am at which point they will enter their class with their class teacher.

Junior Corridor:

Mr. Martin Moloney, Principal

Ms. Barbara Hassett, Assistant Principal Grade 1

Senior Corridor

Ms. Teresa Nugent, Deputy Principal

Ms. Carmel Duff, Assistant Principal Grade 2

In line with our school Safeguarding Statement and Risk Assessment parents of pupils are not to accompany pupils in to the school building.

It should be noted that instances may arise, where, if deemed appropriate by the school Principal and in the interests of the wellbeing of individual pupils, parents may be afforded supervised access to the main school building.

Recreation Periods

Yards

Junior Yard:	Junior and Senior Infants
Middle Yard:	First and Second Class
Senior Yard:	Third to Sixth Class

It is the policy of the school to supervise pupils during recreation periods as detailed:

Sos Teachers assigned duty as per supervision rota

10.55am to 11.00am: Pupils supervised while eating lunch in classrooms.
11.00am to 11.10am: Pupils supervised in the school yard.

Lon Teachers assigned duty as per supervision rota

12.45pm to 12.55pm: Pupils supervised while eating lunch in classrooms.
12.55pm to 1.15pm: Pupils supervised in the school yard.

Teachers on yard duty remain with the classes until the class teacher collects them.

Indoor Supervision Duty

The teacher rostered for Indoor Duty will supervise Rooms 2 and 3 while pupils are eating in their classrooms. On days when the pupils are not allowed out the teacher on indoor duty will supervise these rooms for the duration of break.

When pupils are in the yard the teacher on indoor supervision duty will be responsible for:

- Monitoring the corridors
- Monitoring pupils entering the building to use the toilet.
- Supervising pupils not permitted out in the yard.
- Administering First Aid to pupils sent in from the yard by the supervising teacher.

- A Rota for supervision is drawn up by the school secretary in consultation with Principal/staff and this Rota is displayed on the staff room notice board.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly

Dismissal of infants

Class teachers are responsible for the supervision of pupils at the end of the infant school day in advance of handover to an appointed adult.

Pupils will not be released in to the care of anyone other than an appointed adult without prior notification from a parent.

In the event of an appointed adult being late or failing to show up for collection the class teacher will make contact, by means of telephone call, with a parent. Late collections will be recorded on the relevant pupil file on Aladdin.

Code of Behaviour

In line with the school Code of Behaviour and Policy on Detention of Pupils, detention of pupils during recreation breaks may be used as a sanction for negative behavior. During detention periods pupils will be supervised by the Principal or other appointed staff member.

Special Needs Assistants

Special Needs Assistants are on supervision duty during recreation times. While these SNA's provide supervision for designated Special Education Needs pupils they can act in an observing and reporting capacity bringing instances of misbehavior to the attention of the teacher on yard.

Concerns in relation to pupils

Where a staff member or parent indicate concerns about a particular child on the yard all teachers rostered for yard duty are informed of the concern via Aladdin so that the particular concerns can be addressed satisfactorily.

When deemed necessary the appropriate class teacher will initiate a Yard Observation Record for a period of two weeks. It is the responsibility of the appropriate class teacher to ensure the teacher rostered for duty on the relevant yard receives the Yard Observation Record in advance of their duty.

The completed Yard Observation Record should be sent to the school secretary for uploading to the pupil file on Aladdin.

Off site activities

Teacher's duty of care to pupils exists during all school related activities including off site activities.

When participation in offsite activities involves attendance by pupils outside of the times specified for before and after school supervision parents are responsible for dropping and collecting pupils at the times communicated by the relevant teacher.

Each teacher will have access to parent contact details via Aladdin if contact needs to be made with parents.

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 to meet the changing needs of the school and its pupils.

Ratification

This policy was ratified by the Board of Management of Clarecastle National School at a meeting held on 05/03/2018.

Signed: Liam Barry
Liam Barry
Chairperson

Date: 05/03/2018