



Caragh National School

Supervision Policy

Caragh National School, Co. Kildare
18654A

Contents

- Introduction
- Rationale
- Legislative Context
- Policy Statement
 - Pre-School Supervision
 - Morning Break & Lunch Break Procedures
 - General Procedures
 - Dismissal of Pupils
 - Student Teachers, Coaches & Visitors
 - Teacher Absence
 - Brief Absence
 - Procedures for pupils with appointments
 - Other Considerations
- Roles & Responsibilities
- Success Criteria & Review
- Communication & Monitoring

Introduction

This policy was devised in March 2022. It applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

Rationale

- Our aim is to provide a safe place for all the children in our care. In Caragh National School we value a safe environment and work towards providing that for the entire school community.
- 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.
- The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.
- Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon.
- While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of pupils who arrive at the school before 8.50am or who remain in the vicinity of the school after school hours awaiting collection.

Legislative Context

- Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
- The overall responsibility for the day-to-day management of school supervision rests with the principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the principal teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.
- Circular 18/03: "Rules 121(4) and 124(1) of the Rules for National Schools 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 in which they teach, including periods of supervision, is not changed.”

Policy Statement

On the issue of supervision before school, it was decided by the Board of Management on the advice of Allianz and CPSMA that pupils required a reasonable amount of time before school and after school to enter and exit the school building, and that the school could reasonably be expected to supervise pupils for a period of 10 minutes prior to the commencement of the school day at 9:00am. Parents are advised that outside of these times pupils should not be on the school premises and would be at their own risk unless attending an activity supervised by a teacher.

Pre-school supervision procedures

- The school will open to receive pupils at 9:00am. In accordance with our Child Safeguarding Statement, pupils will be supervised for 10 minutes prior to this time (from 8.50am) on the yard for classes 1st to 6th and in the classroom for Junior and Senior Infants.
- Gates B & C as well as the Parish Field Gate will be opened at 8:50am and the arrival of the pupils at these gates will be supervised by the school management team.
- Children from Junior Infants to 4th class will access the school via Gate B.
- Children in 5th & 6th Class will access the school via Gate C.
- Teachers on pre-school supervision duty supervise the children on the yard to ensure the safety of the pupils.
- Children will be required to line up in the class lines during this time while waiting for school to start.
- Timetabling for supervision is on a rota organised by the relevant post holder and principal. The teachers and principal are organised into groups to undertake supervision. SNAs attend to their assigned pupils at this time.
- The teachers on pre-school supervision duty remain with classes until they are collected by the class teacher.
- All parents are notified by the school of the times at which the school accepts responsibility. Parents will also be informed that there is a 10 minute window within which to arrive at school. A letter will be issued to parents at the commencement of the school year to inform parents on the arrival and dismissal procedure.
- On mornings of inclement weather, the children will congregate in the school GP Hall and line up in the class lines while awaiting for the school day to start.

Procedures for supervision at mid-morning break and lunch time

The principal and teachers are organised into groups to supervise at break and lunch time. The AP2 teacher is responsible for the rotas. The rota is displayed in the staffroom and in the office and each teacher is given a copy.

- Morning break will run from 10:45am to 11:00am.
- Lunch break will run from 12:30pm to 1:00pm.
- Teachers on yard-duty supervise the yards to ensure and encourage the safety and good behaviour of the pupils.
- The school yard is divided into sections per class group. Sufficient teachers and SNAs supervise the yard – between yard and Astro space.
- On wet days the same rostered teachers supervise the classrooms and corridors.
- Yard rules (and rules for wet days) are revised and reviewed regularly and are repeated often to the children.
- The person on yard duty remains in situ until all classes have been collected by their teachers.
- Teachers will bring to the attention of the class teacher any matter requiring corrective action. The more serious issues will be brought to the attention of the principal. For more information regarding serious incidents of misbehaviour, refer to the school's Code of Behaviour.
- Such issues will be recorded in the Yard Books. The AP2 with responsibility for Yard books will bring the situation to the attention of the principal as required.
- While SNAs provide individual supervision for designated children with SEN at lunch and break times, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- In the event of necessary corrective action, the pupil involved may be asked to stand out for a short period or may be required to miss a period of yard time.
- First Aid bags are kept as a matter of procedure (see Accident and Injury Policy). All accidents where a significant injury is involved are noted in the Yard Book and/or Incident Form on Google Drive as per policy, by the teachers on supervision and reported to the class teacher. A report is written and a copy kept by the class teacher. The principal is informed when an accident occurs and where teachers deem it necessary, the child's parents will be informed.

General Procedures

- Teachers on yard supervision duty will take their lunch before lunch break. The teacher will arrange with a colleague in an adjoining room to supervise the class in his/her absence.
- Teacher on duty will take a 15/20-minute lunch break and will return to the classroom 5 minutes before the commencement of their duty.
- Children excused from yard for medical reasons will sit outside the office for the duration of yard time. However, if well enough they may sit on benches on the yard/Astro areas.
- Religious Ceremonies: The children of parents who have an objection to their children attending Mass, will be supervised in another classroom. On occasions where the whole school are attending mass, these children will be supervised in the school by a designated teacher and SNA.
- Yard and rules will be displayed in the classroom and the pupils will be informed of their contents regularly.
- In cases of unplanned teacher absence and where the class is to be divided among other classes, the principal or other designated teacher will supervise the division of the class group and the movement of the children to the other classes. Provision is made for extra chairs in each classroom. Where necessary, the principal or designated teacher will supervise the children moving tables. The children will stay with the class group to which they have been assigned for the rest of the day. Tables and the pupils' boxes will be returned to the class at the end of the day. The principal or designated teacher will supervise the return of tables and/or chairs and will dismiss the children from their own classroom at the end of the day.

Dismissal of Pupils

- At 1:45pm Junior Infant parents will be welcomed into the infant corridor to collect their children from the classroom.
- At 1:45pm Senior Infant parents will collect their children from the school yard.
- At 2:45pm, class teachers will accompany their classes to their designated gate of dismissal.
- At 2:45pm children travelling by bus will line up together at the designated spot at the front of the school. The teacher on duty will dismiss them as appropriate.
- Supervision will also be provided at the Parish Field Gate by a member of staff.
- All stair wells and areas around the school will be supervised by members of staff at dismissal time.
- In the event of a child not being collected on time, the child will proceed to the office. The secretary/class teacher will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.
- Contact details for parents are available to the secretary. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.

- Children who are attending after school-activities will remain under the supervision of the teacher until dismissal. Such children will be collected at the front gates of the school.

Student teachers, visiting teachers, instructors and facilitators

- Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators (such as Student teachers, Music teachers, Accord facilitators, and GAA, Rugby, Cycling instructors) come to work with the class, teachers are to remain with the class.

Teacher absences

- In the event of a planned absence, it is incumbent upon the teacher to arrange to swap supervision duties. In the event of an unplanned absence, yard duty will be arranged in house. On return to school, the teacher who was absent will arrange to make up the missed yard duty with the covering teacher. If leave is substituted, the substitute teacher will replace the absent teacher on the yard rota, if rostered for that day.
- In the event of a non-substitutable teacher absence, the class will be divided among the other classes.

Brief absences during the school day

- Unless unavoidable, teachers should not leave their class unsupervised.
- When a teacher has to leave a classroom for any reason, she/he informs the teacher next door and arranges for the supervision of his/her class.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. Appointments will be made for parent/teacher consultations at a time convenient for all parties and supervision of the pupils will be provided for when necessary.

Provisions for pupils with appointments / early collection

Parents may request that their children be allowed to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:

- Where a child needs to leave school during the school day, for a dental, medical or other appointment, the child's parent or designated adult must fill in and sign the early collection slip available at the office. At this point responsibility for the child's safety is transferred to the parent/designated adult. *(Please note that in line with our Child Safeguarding Statement, pupils will only be released for appointments into the care of a parent or designated adult over the age of 18yrs.)*
- Where possible, parents must notify the school in advance in person, by telephone or in writing. They must provide a reason for their early departure,

the time that they wish to collect their child and the approximate time of return, if applicable.

- The child is collected from his/her classroom by a parent or a designated adult over the age of 18.

Other considerations:

- A 24-hour personal accident insurance cover is available to all pupils.
- If pupils are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, choral work etc., written notification is sent to the parents in advance and a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the child's parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

Roles and Responsibilities

- The designated AP2 teacher and principal are responsible for drawing up and updating the supervision rota.
- The effective supervision of pupils before school (8.50 – 9:00am), during breaks and lunch periods is undertaken by the teachers and principal. SNAs have responsibility for designated pupils at these times.
- Children with injuries/complaints are dealt with directly by the teacher on supervision duty.
- Effective supervision of the pupils must be maintained by all teachers and SNAs during assembly and dismissal.
- Teachers supervising at break/lunch times are expected to ensure that the pupils:
 - Do not run in the corridors
 - Do not enter the building without permission
 - Do not behave in an unruly manner that is likely to endanger themselves or others
 - Do not leave the school premises
 - Line up in an orderly fashion with their class
 - Comply with school and yard rules
- When the bell sounds, teachers collect their classes from the yard and bring them to their classrooms promptly.
- Teachers are not responsible for children on the way to or from school. Teachers are not responsible for children on school property before 8.50am or after dismissal.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- School tours and off-site visits are conducted safely
- Yard rules are adhered to.

Review

- Review supervision duties and practice yearly.

Communication and Monitoring

- This policy is an integral part of the culture of Caragh NS and will be subject to regular review. The safety and welfare of our pupils is central to our mission as educators. The policy will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier. The policy will be shared with the Parents Council and the wider parent body and will be available on our school website www.caraghns.ie

Ratification

This policy was ratified by the Board of Management of Caragh National School at a meeting held on 29th March 2022 and will be reviewed and updated when/where necessary.

Chairperson

Date

Principal

Date

