



## **Supervision and Collection of Children Policy**

### **Introduction**

This policy was formulated in 2011. 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 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.

### **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 behavioral patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

### **School Procedures**

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.45am to 11.00am, 12.15pm to 12.45pm. Teachers assume a duty of care at 08.50am The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 08.50am
- A Rota for supervision is drawn up by a post holder 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
- Supervision duties are not compulsory and teachers have the option of opting out if they so desire. The Principal and Deputy Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 37 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



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- colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement
- At least two 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, they must first approach the teacher on duty.
  - First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy)
  - If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.
  - School ends at 13:30 for infants. At departure, responsibility for the care of infant children is passed to the parent/designated adult.
  - Infants and younger siblings should avoid the main playground area at departure time and should refrain from climbing on the bars.
  - The care of children from 1st to 6th classes ceases to be the responsibility of the school at the end of the school day. Children should have clear instructions from parents/guardians as to collection point (eg. Assembly point) or class line. Everybody is expected to exit the school grounds promptly. If there is a delay in a child being collected, they should return to the school and inform the class teacher/office/principal.
  - Adherence to the school traffic plan is essential. Please see our traffic management guidelines.
  - Children and adults should be aware of traffic in the area at all times.

### **NOTE**

- Parents/guardians should provide and update emergency contact numbers.
- Emergency closing: Parents/guardians should note that the Board of Management might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents will be informed of these closures through text a parent/radio/correspondence.
- Parent/guardian will fill on an individual collection rota for their child at the beginning of each academic year. In the event that there is a change to these arrangements, parent/guardian will inform the school in writing where possible.

### **Special Provisions**

- a) Out of school activities such as games, swimming, tours, 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 individual teachers in charge of specific groups



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- b) 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
- c) On wet days children remain in their classes under the normal supervision Rota. Children from senior classes assist the class teachers
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNA'S or 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 school requests that parents sign the 'Sign out Book' located in the office when children are collected early. This details the date and time the child was collected and by whom.

### **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

### **Implementation**

This policy has been in operation since 2011 when it was ratified by the Board of Management

### **References**

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

**Signed:** \_\_\_\_\_

**Chairperson BOM**

**Date:** \_\_\_\_\_