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**Supervision Policy for Castlegar NS**

**Introduction**

This policy was originally formulated in 2018. 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. 10.45-11.00 and 12.30pm to 1:00. Teachers assume a duty of care at 08.50.
* The Board of Management and the School Newsletters informs parents that the school does not accept responsibility for pupils dropped off earlier than 08.50am In inclement weather (rain) children may be permitted to enter their classrooms at 08.40am. Permission to enter the building may only be granted by a staff member.
* Supervision duties are compulsory.
* Currently one teacher and three SNA’s per break are rostered for yard duty, will be reviewed annually and will be increased in the event of rising pupil numbers and/or behavioral concerns.
* A Rota for supervision is drawn up by the Principal in consultation with staff.
* **Yard:** If parents indicate a worry about a particular child on the yard all teachers/supervisors rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily. Time will be allocated at staff meetings to discuss matters arising from the yard.
* 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
* Rules of the school yard are reviewed and revised continually and communicated to children regularly
* Children with injuries/complaints are dealt with directly by the teacher/supervisor on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard. Teacher on duty knocks at window for teacher on call to deal with injuries or extreme behavioral issues.
* First Aid boxes and Accident Report books are kept in Staff Room as a matter of procedure.
* **Toilet:** Children are encouraged to use the bathroom prior to going out to play. However, if in extreme circumstances they are permitted to use toilets to rear of school.
* **Illness:** For supervision reasons, the school cannot facilitate ill children staying in at lunchtime. If your child is sick they should remain at home as per our Medical Policy. If your child gets sick in school, they will be supervised in the office/classroom until they are picked up.
* **Corridor:** Children are expected to walk on the corridor at all times. Children are encouraged to walk on the right. When a whole class is in the corridor, coming in from the yard, before or after PE or at home time, they should be supervised by their teacher or another teacher.

**Special Provisions**

1. Out of school activities such as games, swimming, tours, involve that back up provisions are put in place to ensure adequate levels of supervision are put in place.
2. If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, the school requests parents to make appointments if possible
3. On wet days children all remain in their classes under the normal supervision rota. Children from senior classes may go to the junior classes .
4. When visiting teachers such as P.E., Music, Disco Dancing, Language, take over a class, teachers must be present. SNA’S are never left in sole charge of a class.
5. The school Safety Statement lists all hazards as they occur on the school yard and supervisors are accordingly briefed
6. Parents may request that their children be allowed leave during the school day due to health commitments, appointments etc. The school asks for written/oral permission or note in child’s diary to cover all such activities. There is a 'sign out book' in each class which parents are requested to sign in the event of an unexpected early collection.

**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 XXXX 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 ------------------------------------ Date ----------------

, Chairperson of Board of Management