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## **Supervision Policy May 2018**

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## **1. Introductory Statement**

### **Introduction**

This policy was originally formulated in 2007, redrafted in 2009, revised in 2017 and updated in May 2018. It applies to all staff and children during school hours, break times, and on all school related activities.

### **2. Rationale**

This policy makes explicit many of the duties that are undertaken by teachers on a daily basis

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.

### **3. Relationship to Characteristic Spirit 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.

### **4. Aims**

- i. 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
- ii. To observe and monitor behavioural patterns outside the confines of the classroom.
- iii. To contribute to effective school management and comply with relevant legislation.

## **5. School Procedures**

- i. In Ahane N.S. we make every effort to ensure that the children given into our care are adequately supervised. As class teachers we accept the duty of care to supervise the pupils during school hours.
- ii. Teachers assume a duty of care at 9.10 am.
- iii. All teachers who have signed up for supervision are assigned supervision duties.
- iv. Our supervision rotas are reviewed and updated annually. The rotas are on display in the staff room, in classrooms and in the office. The principal draws up the rota, in consultation with staff.
- v. First Aid boxes, an Accident Report book and Yard Books (specific to Yard Incidents) are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher.

### **5.1 Morning Supervision**

- i. In the morning Principal/teachers do yard duty between 9.00 and 9.10 and stay with the pupils until all classes have been collected by their class teacher.
- ii. Each teacher has a week of morning supervision on a rotation basis (9.00a.m. to 9.10a.m.)
- iii. Indoor supervision on wet days is reviewed annually. Supervision indoors on rainy mornings is undertaken by the Principal/teacher scheduled for door duty that week.
- iv. *Morning Supervision is done without prejudice, as the school does not officially take responsibility for children before admission time.*
  - a. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am. The following note is issued to families in the School Information Book: The Board of Management

accepts no responsibility for children before 9.10 a.m. The Board of Management accepts no responsibility for children after 2.50 p.m.

## **5.2 Yard Duty**

- i. It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.50am to 11.00am, 12.30pm to 1.00pm. In 2017 – 2018 we have two yards used daily for break times and therefore two teachers on yard duty, assisted by SNAs. The teacher on yard duty is asked to be punctual and to remain with the classes until they have all been picked up by their own class teacher.
- ii. On wet days, we have provision for indoor supervision with the teaching staff and SNAs. Children in the outside classroom are re-located to (inside)classrooms in groups organised by class teacher. These children are then supervised by supervising teacher on duty rota. At the end of lunch children are collected by class teacher and return to their own classroom.
- iii. Rules of the school yard are reviewed and revised continually and communicated to children regularly. The teacher on yard duty deals with all aspects of behaviour on the yard at the time. Misbehaviours are followed up on by this teacher, communicated to the class teacher and reported to the principal, as deemed necessary. In the case of contact needing to be made with parents this is done by class teacher. All incidents deemed to be bullying need to be followed up using the Anti bullying Policy procedures and the principal needs to be informed immediately.
- iv. The Yard Book is used to log any incidents or accidents in the yard. Each supervising teacher has a responsibility to sign and date the yard book and input into the book items of importance in relation to accidents and incidents. This facilitates communication on a daily basis for supervising teachers and for the principal to review behaviour, accidents etc. Where teachers suspect that a child is un well parents are alerted, usually by phone.
- v. At least 5 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.

- vi. If parents indicate a worry about a particular child on the yard all teachers rostered for yard for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.
  
- vii. 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 colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement. In the case of unplanned absences the substitute teacher will be asked by the Principal to cover duty.

### **5.3 Evening Supervision**

- i. Junior and Seniors Infants finish school at 1.50. Junior and Senior Infants are collected in the School yard and escorted to the gate by their parents.
  
- ii. There is a supervision rota for 2.50 – 3.00 p.m. involving teachers and Special Needs Assistants (SNAs).
  
- iii. First to Sixth Class children finish at 2.50p.m. These children disperse in an orderly manner and leave through their allocated exit. Principal/Teachers ensure an orderly dismissal, ensure that all classrooms are vacated at this time and walk with their pupils safely the front gate daily. Children are to be collected promptly from school. The Board of Management accepts no responsibility for children after 2.50 p.m. Principal/teacher on pm door duty will phone the parents/guardians of any child not collected promptly from the school.

### **5.4 Sporting activities and Outdoor teaching**

- i. With out of school activities such as games, swimming, tours, and outdoor teaching activities additional supports are put in place to ensure adequate levels of supervision.

The level of supervision is one adult per 15 children with individual teachers in charge of specific groups. Ensuring the safety of all children is paramount at all times. Teachers (SETs) or SNAs may be redeployed to maximize safety of children and strengthen adult to pupil ratio.

- ii. The rules and the expectations regarding behaviour are clearly outlined to children.
- iii. Children agree to a code of conduct when participating in sporting activities e.g. swimming and school blitzes.
- iv. Children are monitored at all times by the teacher when participating in relevant activity.
- v. Teachers supervise the assembly of children for sports activities. A roll call and count are done before children leave school to get on bus. A count is done again when children are on bus. A roll call and count are done again when children are returning to school on the bus.

### **Swimming**

- vi. At swimming children who need to go to the toilet request permission from class teacher as with normal procedure in class. Teacher accompanies children going to and returning from toilets. Teacher waits at main outside door of toilet.
- vii. At swimming teachers and SNAs supervise the changing areas before and after swimming lessons.
- viii. Teachers ensure children are supervised at all times.
- ix. Teachers ensure safe return to school or to parent/guardian if event is after school.

### **5.5 Special Provisions**

- i. If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. Classes are never left unattended. However, it is school policy to request parents to make appointments
- i. When visiting teachers such as P.E., Music, Language, take over a class, the class teachers maintain a presence. The class teacher is responsible for the supervision of pupils. As such the classroom planning and supervision of the teaching and learning

remains the responsibility of the class teacher and this work needs to be fully integrated with the teacher's own planning.

- ii. Teachers ensure children are supervised at all times when moving between classes.
  - iii. Parents may request that their children be allowed leave during the school day due to health commitments etc. The school has a process of signing out pupils who leave school early.
  - iv. Supervision of children attending extra - curricular activities is the responsibility of the group providing the activity. It is best practice for after school groups to have a list of parents' phone numbers so that they can contact them in the event that parents do not collect their child.
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- ii. This policy must be read in conjunction with a number of other policies in the school including Code of Conduct for External Agencies for Sports and Arts, Code of Conduct for Sports and Code of Conduct for Use of School Premises

## **6. Success Criteria**

- i. Ensuring a safe child-friendly school yard
- ii. Providing well organised and safe out of school activities
- iii. Re-enforcing school rules termly
- iv. Reviewing supervision duties yearly

## **7. Roles and Responsibility**

- i. The overall responsibility for the day to day management of school supervision routines rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time.
- ii. The Health and Safety Officer, the First Aid Officer and the Fire Drill are combined in a Post of Responsibility. The Post of Responsibility holder is responsible for these



areas. In the absence of the post holder the duties are covered by the Deputy Principal. All staff are responsible for the implementation of this policy.

**8. Timeframe for Implementation**

Implementation is immediate.

**9. Timeframe for Review**

May 2019.

**10. Responsibility for Review**

The principal, in consultation with the staff, Parent Association and B.O.M., review this policy

**Ratification and Communication**

The BOM ratified the policy at its meeting on 18<sup>th</sup> May '18.

Principal Sisbhan Kennedy

Chairperson [Signature]

**Version Control**

Supervision Policy.	Date Approved	18/05/18	Review date	May 2020
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