**Supervision Policy of Dunhill National School**

**Introduction**

This policy was reviewed in 2023. 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 reasonable 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 behavioural patterns outside the confines of the classroom

- To contribute to effective school management and comply with relevant legislation.

**School Procedures**

- All teachers are assigned supervision duties.

- It is the policy of the school to supervise the school yard/G.P. Room during regular lunch breaks i.e. 11.00am to 11.10am and 12.30pm to 1.00pm. The Teachers supervise in the school building from 9.10- 9.20am each morning. The Board of Management informs parents that pupils are not allowed in the school earlier than 9.10am and all students head to their classrooms from this time until 9.20.

- Supervision Rota is done on a whole day basis. A teacher is on Supervision Duties for both breaks during a given school day. Supervision is done on the following rota basis

- Monday : Mr Hally

- Tuesday : Ms. McGovern

- Wednesday : Mrs Flynn

- Thursday : Mrs Power

- Friday : Mr Cooper

- Rules of the school yard are reviewed and revised continually and communicated to children regularly

- 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

- Pupils must request permission from the teacher on duty to go to the toilet, be it in the yard or the G.P. Room. They must return promptly to the yard/G.P. Room. Pupils are not allowed leave the yard for any other reason except to receive First-Aid treatment.

- Teachers on yard duty organise the pupils to return to their classes in ordered manner. 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

- The schools anti-bullying/discipline policy covers incidents of misbehaviour

- Children with injuries/complaints are dealt with directly by the teacher on yard duty where possible or are treated in the Medical Area of the Staffroom. Children are advised not to report directly to the staff room if there is an incident on the yard but to report to the teacher on yard.

- First Aid and Accident Report books are kept as a matter of procedure. Accidents where there is a serious injury involved should be noted in the Accident Report Book by the teacher on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.

- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls

- At all other times each teacher is responsible for the supervision of all children under their care.

- Unless unavoidable, teachers should never leave their classroom unsupervised.

**Special Provisions**

a) During out of school activities such as games, swimming, tours, back up provisions are put in place to ensure that adequate levels of supervision exist. The level of supervision is one adult per 15 children.

b) 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 the G.P. Room except the infants who may remain in their class and the 5th/6th class who may play Maths games in their classroom. Children from senior classes assist the class teachers. The teacher on duty circulates from G.P. Room to Infant classroom to 5th/6th classroom and back again in a regular pattern.

d) When visiting teachers such as P.E., Dance, SPHE take over a class, the school encourages teachers or SNA to maintain a presence.

e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.

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 when required

- Altering or adjusting procedures deemed to be inoperable

**Implementation**

This policy has been in operation since March 2018 and was reviewed by the Board of Management in 2023.