

# **Supervision Policy**

## **(Including Yard Supervision and School Tours)**

### **Introductory Statement**

This policy was formulated by the staff of Knockminna N.S on the 11/12/01 and ratified by the B.O.M on the 09/04/03. It was subsequently reviewed at a staff meeting in May 08 and re-ratified on the 09/06/08. It was reviewed again following changes in staffing on 19/05/14. A further review has taken place at a staff meeting on 11/06/2019 prior to school tours and due to substitutes on staff.

### **Rationale**

The safety and well-being of every pupil attending Knockminna N.S is of primary importance to the B.O.M and staff of this school and it was therefore deemed necessary to formulate a very detailed policy document outlining the care and supervision provided for pupils while in school or taking part in school-based activities.

### **Relationship to School Ethos**

Being a school with a Catholic ethos, inspired by belief in God, the staff and B.O.M of Knockminna N.S wish to provide a happy, well ordered, caring, safe and secure environment for the children attending this school.

### **Aims:**

1. To provide order and routine in the lives of the children in the school, thus minimising the danger of accidents.
2. To provide adult supervision for all children in so far as is humanly possible and to the same standard as that of a responsible caring parent while the children are attending school or school activities.
3. To make life as smooth-running and enjoyable as possible for the children.
4. To outline and achieve acceptable behaviour.
5. To minimise risk.

6. To eradicate misbehaviour.

### **Daily Supervision Policy of Knockminna N.S**

1. The B.O.M of Knockminna N.S have clearly defined the admission and dismissal times for class and have stated that no supervision will be available outside of these hours unless school-run activities are taking place.  
Admission: 9.30 a.m  
Dismissal: 3.10 p.m  
Dismissal of infants: 2.10 p.m
2. At the beginning of each school year, parents are reminded of these times in a welcome back letter.
3. Any children arriving a few minutes before the admission time wait outside until the bell rings.
4. If the weather is very inclement, the teachers already present may decide to take the children inside early.
5. All children then proceed directly into the classrooms and they take their places.
6. From then on, no child can leave the school premises without being accompanied by a teacher or called for by a parent or other nominated and recognised person. Children must be signed out and back in again by the person who collects the child.
7. At 2.10 and 3.10p.m., the children leave the building directly in an orderly fashion. The infants are escorted to the green gate. All children go home immediately either by bus, car, bicycle or walk. In the extreme instance whereby a parent or the bus driver has been delayed, the child/children inform the teachers and every effort will be made to contact the parent/bus driver or to wait until the child/children are taken home, either by
  - the delayed person who arrives late
  - a person nominated by the child's parent verbally over the phone
  - a contact person named on the child's enrolment form

## Yard/Supervision Policy of Knockminna N.S

1. Teachers will provide supervision at:

small break : 11.00-11.10am

lunch break : 12.45-1.15 pm

Monday – Mrs King

Tuesday – Mr Henry

Wednesday – Mrs O'Donnell/Ms Cloherty

Thursday – Ms McDonagh

Friday – Ms McIntyre

2. The teacher on duty eats their lunch 10 minutes before lunch break while the neighbouring teacher keeps an eye on their classroom.
3. There are 4 separate play areas, 3 of which are rotated on a weekly basis for 3 of the classrooms. The Infant classroom has their own area which remains theirs every day. All areas are visible from just inside the front gate. The supervising teacher however will patrol all play areas, walking around them constantly
4. It is the responsibility of the teacher on yard-duty on any given day to decide if the weather is too inclement to go outside.
5. If he/she decides that it is too inclement to go out, they will then walk up and down the corridors, going in and out of each room at intervals.
6. Children from the older classroom who have volunteered to do so, will help out with looking after the little ones.
7. Children are not allowed on the sloping grassy areas around the school unless the teacher on duty gives someone permission to do so.
8. On occasion a ball will be kicked or thrown accidentally into neighbouring fields. Only the more senior pupils who have availed of Pupil Personal Accident Insurance are allowed in to get the ball and only with the permission and supervision of a teacher. A rota of these children is drawn up and teachers are aware of who takes on this duty on their yard-supervision day. The teacher will also check first to make sure that there is no apparent danger to the child retrieving the ball.

9. In the event that the teacher on duty is absent, another staff member will cover and the absent teacher will repay the favour when they return.
10. If a substitute is covering a teacher absence, it will be his/her responsibility to cover the absentee's yard-duty that day.
11. Children leave their classrooms in single file to go to the yard and they line up at the assigned door of the school when coming back to class.
12. The teacher on duty deals with any accidents or injuries which may occur during break times. For serious accidents they refer to the accident forms filled in by the relevant child's parent/s and follow procedures outlined in the 'Illness and Accident policy'. The help of another staff member/older student may be enlisted on occasion.
13. As per the school's Health and Safety Policy, an '*Accident Report Form*' is filled in for what the teacher on duty deemed to be a serious accident.
14. Any other serious incidents are documented in the 'Yard Copy'.

## **Yard Rules**

1. Children must always walk when going out to or coming in from breaks. They leave their classroom in single file and line up at the assigned doors to return to class.
2. Each classroom plays in their own separate play areas (see above)
3. Full uniform is worn on the yard unless permission is granted to do otherwise.
4. Throwing litter about is forbidden. Children place litter in a bin at the first opportunity they get. Organic waste can be placed in the compost bin.
5. Fighting, bullying and foul language are disallowed and will be dealt with using sanctions taken from the 'Code of Behaviour and Discipline and Anti-Bullying Policy' and will be dealt with using the procedures listed in this policy.
6. Good manners and respect will be expected in the yard as well as at all other times.

7. No child leaves the designated play area without permission from the teacher on duty.
8. Respect is to be shown for school property being used during breaks, e.g. sports equipment etc.
9. Smoking is forbidden (see substance misuse policy).
10. All children should be included in some of the games/activities taking place at break-time.
11. Children are not allowed on the sloping grassy areas of the school unless given permission by the supervising teacher to retrieve a ball etc.
12. Children are aware of these rules as the school rules which include the yard rules are posted in the corridor and classrooms. They are also revised with the children at the beginning of each new school year.

### **School Tour Policy**

1. School tours will be arranged at the discretion of the class teacher.
2. The principal and/or class teachers will ensure that a form of transport, appropriate to the distance and the numbers travelling will be chosen.
3. Although the driver of the transporting vehicle is responsible for the children while they are travelling, teachers reserve the right to intervene if it is felt that the safety of the children is compromised.
4. Children will be responsible for leaving the vehicle of transport in the condition it was found.
5. Teachers should take a tour kit with them which would include some or all of the following:
  - first aid materials
  - refuse bags
  - illness bags
  - kitchen roll
  - tip for the driver ( at the teacher's discretion)
  - mobile phone
  - umbrellas
  - any individual child's required medication (see policy on administration of medication)

6. In so far as it is possible, the teacher will try to keep the cost of the tour reasonable. All children will be actively encouraged to save towards the cost of the tour.
7. A limit will be placed on the amount of spending money children may bring.
8. Children are au fait with all arrangements well in advance of the tour and a letter will go home detailing the stops on the tour and informing parents of all that the children need to bring with them.
9. Children do not need to wear their uniforms on school tour but should come prepared for all types of weather. (Teachers may alter this decision for other school excursions.)
10. Pupils conduct will comply with the standards outlined in the schools 'Code of Behaviour and Discipline Policy'. Any misdemeanours will be dealt with by the teachers using procedures listed in this policy.
11. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this.
12. Written consent from parents/guardians will be necessary before taking any child on school tour.
13. Teachers will be extra vigilant when taking children out of school. Special attention will be paid to road safety, behaviour on the bus, risks posed by particular venues e.g. Waterparks etc.
14. Teachers will always be in charge of supervising children except in cases where representatives of the tour operators take charge.
15. The maximum supervision ratio will be 15 children to 1 adult.

### **Extra-Curricular Activities**

1. Any extra-curricular activities will be arranged in consultation with the Board of Management and permission from the Board will be granted before any activity can go ahead.
2. All activities which are mixed gender will be supervised by at least 1 male and 1 female adult (This can include 1 teacher and 1 parent)

3. Written consent from parents/guardians will be necessary before a child can participate in extra-curricular activities.
4. Parents/guardians will be responsible for dropping off and picking up their child/ren at the allocated times.
5. Children will be expected to adhere to school rules (as outlined previously in this policy and also in the 'Code of Behaviour and Discipline' policy) when partaking in extra-curricular activities.

### **Roles and Responsibilities for implementation and assessment of this policy:**

1. Each teacher will be responsible for supervision at designated times as already outlined in this policy.
2. The Principal Teacher will have ultimate responsibility for ensuring that good practice is carried out and adhered to.
3. The success of the policy will be determined through teacher and parent feedback.

### **Review:**

This policy will be reviewed when changes occur which make it necessary to do so.