



Supervision Policy

This policy was drawn up during the 1st term of 2006 - 2007 following consultation with the Board of Management, parents and staff. It was circulated to parents to enable them make submissions. It discussed at a general meeting of parents and by the B.O.M. in January 2007. This policy will be reviewed annually and if it becomes apparent that there are any unforeseen difficulties, these will be addressed immediately.

Rationale

It was decided to draw up this supervision policy

- To ensure pupils are properly supervised at all times.
- To clarify duties and responsibilities for all members of staff.
- To provide a safe environment for all the children in our care.

Relationship to school ethos

It is the policy of this school to ensure that the children are in a safe environment and are protected from injury, bullying and unsafe practices. Staff members act in “Loco Parentis” and provide the care of a vigilant parent.

Aims

- To ensure children are in a safe environment.
- To protect children from rough or dangerous play.
- To eliminate, as far as possible, any incidents of bullying.
- To observe quiet or shy pupils and encourage them to join in games.
- To encourage children to be inclusive.

Morning Supervision

To allow time for assembly the teacher on supervisory duty on any given day will supervise the yard from 9.10 am. The bell will ring at 9.20 am each morning. A class will not be left unsupervised in the line or in the classroom after this time. Children will respond promptly to the bell and walk to their line. To prevent children from coming to school early the Board of Management informs parents that school begins at 9.20 am and ends at 3.00 pm (2.00pm for infants) and that no facility is provided to supervise children before these times. Pupils will not be released from school before 3.00 pm (2.00 pm for infants) unless the teacher receives a note of authorisation, signed by a parent, or unless collected by a parent or guardian. Before taking a child from the school, the adult must sign the book in the office. If a pupil is returning later in the school day, the adult must again sign the book.



When the bell rings at the end of break time, children will respond promptly and walk to the line in an orderly fashion. Each class has a designated area.

Teachers on yard duty will be vigilant and supervise all areas, being particularly aware of areas where there is a greater chance of accidents due to rough play, or the sloped area at the front of the school. All rough play will be stopped by the teacher on yard duty. Any alleged bullying will be kept in mind when supervising. If there is any cause for concern about pupils being isolated or finding it difficult to integrate this will also be borne in mind.

Pupils will not be sent on purely “personal” errands for teachers.

When a child is injured, the supervising teacher will write a short factual account of what occurred. This record will make reference to supervision being exercised at that time. This report will be in the school accident report book. If the injury happens to the child’s head a “Bumped Head Note” will be given to the child for the attention of his/her parents.

On wet days the children will remain in the classrooms. They must be seated and can play with the games and activities provided for wet days. The teacher on yard duty will travel between the rooms.

If the teacher must leave the classroom during class time pupils will be reminded that they are expected to continue with their work and they do not have permission to leave their seats. Depending on how long the teacher is out of the room he/she may ask the teacher nearest to help keep an eye on the class.

Class teachers will ensure that walkways in the classroom are kept clear and school bags are kept under the table.

Children will always eat and drink in the classroom. They may eat fruit in the school yard.

Am Sosa

Children eat and drink before they leave the room. They do not occupy classrooms during break except on wet days or with teacher’s permission. On wet days they remain in their own room.

Lunch Break

Children will eat lunch before going to the yard. Rooms must be left tidy after eating lunch. No food, drink or containers to be thrown around.



Rota for Supervision

Teachers will supervise the yard 9.10 – 9.20, 11.00 – 11.15 and 12.30 – 1.00. The Principal supervises the bus line each evening to ensure children proceed to the bus in an orderly fashion. In her absence, the Deputy Principal or another teacher will supervise.

There is a Rota for this for each term. The secretary prints up this rota and it is displayed in the staff room and in the office.

Sick Room

When a child is ill and needs to remain inside he/she will go to the Learning Support Room where staff can keep an eye on them from the staff room.

Evaluation

Staff will always be aware of behaviour in the yard and will know our policy is effective if

- Children play safely and happily during break times
- There is positive feedback from staff, parents and children.