



Scoil San Treasa Board of Management



The Rise, Mount Merrion, Co. Dublin A94EK75

Supervision Policy

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1. Introduction

This policy was devised in June 2024 by the Staff and The Board of Management of Scoil San Treasa. It applies to all staff and children during school hours, and on all school related activities. This policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and safe environment in our school.

2. Rationale

In Scoil San Treasa we value a safe environment and work towards providing that for the entire school community.

- **While careful supervision is undertaken at all times during the school day, there is no supervision of pupils who arrive at the school before 8:40am or who remain in the vicinity of the school after school hours- 1:20pm (infants) or 2:20pm (1st- 6th class).**
- The rules for National Schools 121(4) and 124(1) oblige 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.
- Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7).
- The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.

3. Aims and objectives of the policy

- To develop a framework that ensures, as far as is practicable, the safety of pupils while on school premises, moving to and from class instruction, at play during mid-morning break and lunchtime, and while engaged in school activities during the school day: 8:40am–2:20pm, or 8:40am–1:20pm for Infant classes.
- To contribute to effective school management and comply with relevant legislation.
- This document reflects the school's commitment to the provision of 'adequate supervision' and to best practice, ensuring a safe ratio of children to supervising adults will be maintained.

4. Policy Statement

At the commencement of the school year, a letter is issued to all parents from the Board of Management outlining arrival and dismissal procedures, and that the school does not accept responsibility for pupils outside 8:40am-2:20pm, 1:20pm for Infants.

There is no supervision prior to 8:40am or after 1:20pm (infants) or 2:20pm (all other classes). Teachers assume a duty of care from 8:40am until 2:20pm.

5. School Procedures

- All teachers are assigned supervision duties and a rota for supervision is created by the Deputy Principal in consultation with Principal/staff.
- It is school policy that pupils are supervised at all times during the school day.
- **Arrival:** The school is open to receive pupils from 8.40am – 9:00am, and on arrival, pupils make their way directly to their classroom. A teacher will supervise the children as they arrive in their classroom.
- **Dismissal:** Pupils line up and the teacher takes them to the gate where they are then collected by parent/guardian/minder. Teachers accompany and supervise their class at the relevant gate as the pupils exit the school grounds -1.20pm –Junior/Senior Infants; 2.20pm-1st -6th classes.
- Children who attend after-school activities are collected in the same way and will remain under the supervision of the teacher until dismissal.
- If a pupil is not collected on time (within 5 minutes of class dismissal), the child will come back into the school and their class teacher or the school secretary will ring their parent/guardian. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.

- A record will be kept on Aladdin of late collections. In cases where parents/guardians are consistently late a meeting will be arranged with the principal.
- It is the policy of the school to supervise the school yard at all times during regular breaks: mid-morning break (Sos) at 10:30am – 10:40am and lunchtime break (Lón) at 11.50am -12.20pm/12:30-1:00pm.
- Rules of the school yard are regularly reviewed and communicated to children and staff.
- Where staff and/or parent/guardian express concerns about a pupil's behaviour, all yard duty personnel are informed, and agreed individually planned procedures are put in place so that the particular concerns can be addressed satisfactorily.
- Teachers will bring to the attention of the Principal/Deputy principal any matter requiring corrective action. For more information regarding serious incidents of misbehaviour, refer to the school's Code of Behaviour.
- While Special Needs Assistants (SNAs) provide individual supervision for designated children with Special Educational Needs at Sos and Lón times, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- In the event of necessary corrective action, the pupil involved may be asked to stand out for a short period.
- When returning to the classroom from the yard, the class teacher will always accompany the children in the line. The person on yard duty remains in situ until all classes have been collected by their teachers.
- Unless unavoidable, teachers should never leave their classroom unsupervised. In the event of a teacher having to leave, the teacher opposite/next door will be informed. The classroom door will remain open, and that teacher will supervise the class until the teacher returns.
- Children with injuries or complaints arising during break times will be attended to in the first instance by the teacher on yard duty. Where a child sustains an injury during break time, the response will depend on the nature and severity of the injury. The child may be escorted into the school building, where they will be assessed by their class teacher, who will determine the appropriate course of action, including whether parents/guardians should be contacted. The class teacher will supervise the pupil until a parent/guardian arrives, where necessary. In the case of any head injury, or any injury deemed serious, parents/guardians will be contacted by telephone as soon as possible.
- If parents are not available, emergency contacts as provided by parents will be contacted. In the event of emergency contacts being unavailable, an ambulance will be called.
- All accidents where there is injury involved are recorded in 'Accident Report Form' by the teacher on supervision or by the relevant class teacher, and then sent to the principal. Where teachers suspect that a child is unwell, parents are alerted, usually by phone.
- First Aid kits are available in every yard for minor injuries.
- Some pupils with additional needs may need to be temporarily withdrawn from the classroom under the supervision of an SNA or Special Education Teacher (SET). This should always be done in accordance with their Student Support Files and their Personal Pupil Plans.

6. Special Provisions

- Where a visitor, coach, or PE teacher is invited to speak to or work with pupils, a member of the teaching staff will remain present at all times. Responsibility for the supervision, safety, and management of the class remains with the class teacher throughout.
- Outdoor learning is an integral aspect of our school's teaching and learning approaches and practices. Pupils are supervised during these times.
- Where possible, meetings should not be scheduled during class-time. Appointments can be made with teachers via Aladdin Connect for a time convenient for all parties.
- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher.
- Wet Days: Children are supervised in their classrooms while they eat their break/lunch by the teacher who is rostered for yard duty.
- The school has an Intimate Care policy which should be adhered to at all times when a pupil requires toileting assistance or assistance with changing following an accident.

- **School Tours:**

- Tours provide enriching cross-curricular learning experiences for our pupils. At least two members of staff must always be present during these trips.
- Where a class teacher considers it necessary, additional personnel (SNAs, SETs, Parents) may be called on to provide additional adult supervision on school trips; in this event, the duties of the accompanying adult are clearly established.
- Parents and Guardians are required to be Garda Vetted prior to taking part on such trips. The pupils' safety remains the primary concern for all off-site school activities. The level of supervision will usually be one adult per 15 children. The following influencing factors will also be taken into account - age, maturity and number of pupils as well as the topography of the area that requires supervision.
- The degree of supervision by a teacher will be that of 'reasonable care' i.e. equate to the supervision levels of a careful parent.
- Parental consent is necessary for pupils to go on a school tour, which will be sought via Aladdin Connect. Parents will be notified of the venue, cost, and of any other specific details relevant to the tour/outing.
- SNAs must also ensure that children with primary care needs are adequately prepared and supervised for such activities.

7. Success Criteria

- Ensuring a safe child-friendly school
- Providing well organised and safe out of school activities
- Re-enforcing school rules termly
- Reviewing supervision duties yearly and subsequent updates.

8. Review and Evaluation time frame.

This policy will be reviewed and evaluated as needs change and emerge, in line with legislation and Department of Education policy.

This policy was adopted by the Board of Management on 13th June 2024.

Eoin O'Neill - Chairperson of Board of Management

Frances Mullin – Principal, Scoil San Treasa