



CLAREMORRIS BOYS NATIONAL SCHOOL

Kilcolman Road, Claremorris, Co. Mayo. F12 Y996. Roll no 19915H

Charity Number 20130701



Supervision Policy

Introductory Statement

This policy applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

Rationale

This policy compliments the school Child Safeguarding, Ant-Bullying, Code Of Behaviour and Health and Safety policies. 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.

Aims

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.

Procedures

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00am to 11.10am, 1.00pm to 1.30pm. Teachers assume a duty of care at 9.10 a.m. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am.
- A Rota for supervision is drawn up by a post holder in consultation with Principal/staff and this Rota is displayed on the staff room notice board.



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- 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.
- Teachers on yard duty remain with the classes until the class teacher returns from break to collect the children promptly outside at designated line up points and walk them back safely.
- 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.
- Inclusion Support 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 and code of behaviour policy covers incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard. These matters are then recorded in yard book and brought to attention of class teacher for signing in yard book.
- First Aid boxes (located at sink in every classroom) and Accident/Behaviour Report books (located in staff room) 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 and brought to the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 3.00 p.m. the school always ensures that a duty of care is provided until a parent/guardian calls.
- At all times the teacher is responsible for the supervision of all children under their care.
- The Principal, Deputy Principal or Assistant Principal will supervise the grounds for the ten minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.
- At dismissal time in the evening the class teacher sees off their class safely while the Principal, Deputy or Assistant Principal supervise to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.



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- Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.

Supervision Provisions

- Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- If 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.
- On wet days children remain in their class rooms under the normal supervision Rota created. Children from senior classes can assist teachers with deploying games. Children must remain seated during lunch time as per behaviour charter in Code of Behaviour.
- When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither ISA's or pupils are left in sole charge of a class.
- Parents may request that their children be allowed leave during the school day due to health commitments etc. The school needs written notification on Aladdin or a call to the office to cover all such activity, to confirm that the pupil is the responsibility of the parent for the duration of the out of school activity.

Success Criteria

- Ensuring a safe child-friendly school yard.
- Providing well organised and safe out of school activities.
- Re-enforcing school rules termly.
- Reviewing supervision duties yearly.
- Yard rules are adhered.
- Altering or adjusting procedures deemed to be inoperable.

Review

This policy is an integral part of the culture of Claremorris Boys N.S. and will be subject to regular review particularly with regard to reviewing supervision duties and practice yearly.



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The safety and welfare of our pupils is central to our mission as educators. The policy will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier.

Ratification And Communication

This policy was reviewed and ratified by the board of management of Claremorris Boys NS on the 6th of november 2023 and subsequently communicated to the school community via the school's website.

Signed: Colman Warde

Date: 06-11-2023

**Colman Warde, Chairperson,
Board Of Management.**

Signed: Ciarán Murray

Date: 06-11-2023

**Ciarán Murray, Secretary/Principal
Board Of Management.**