

Supervision Policy School of the Holy Spirit

Introduction

This policy was originally formulated in 2008, updated in 2011, revised in 2020. And again I 2023 following the end of Covid considerations and procedures. It applies to all staff and students during school hours, break times, and on all school related activities.

Rationale

Under the rules for National Schools 121(4) and 124(1) teachers are obliged to take all reasonable precautions to ensure the safety of students and to participate in supervising students during school time and during all school related activities.

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 students while at play on the yard or while engaged in school related activities
- To observe and monitor behavioral patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- It is the policy of the school to supervise at all times during regular snack and lunch breaks i.e. 11.15am to 11.25a.m. and 1.00p.m. to 1.30p.m. Teachers assume a duty of care at 9.15a.m. The Board of Management informs parents/guardians that the school does not accept responsibility for students dropped off earlier than 9.00a.m.
- The Deputy Principal has responsibility for ensuring the Teacher Supervision rosters are in place.

- Rules of the outside recreational areas are reviewed and revised continually and communicated to students and staff regularly.
- In the event of a planned absence the teacher due to supervise must make an arrangement with another member of staff to cover his/her duty.
- In the case of an unplanned absence the teacher who is next on the rota will cover duty.
- At 9.00a.m. all SNAs begin supervision of students in classrooms, under a supervising teacher. A junior and senior teacher will supervise the 2 main doors from 9.00a.m. Daily records of the arrival and departure of each student is acknowledged on a transport sheet. This is marked by the supervising teacher.
- School finishes at 2.55p.m. Students disperse in an orderly manner and leave through their allocated exit. SNAs and supervising teachers oversee the dispersal and collection of students.
- Teachers taking an EPV day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent e.g. on their first day of sick leave, a colleague volunteers to assume his/her duties in a reciprocal arrangement.
- All Special Needs Assistants supervise during lunch breaks, along with the teacher(s) on duty. The school's Anti-Bullying Policy and Code of Behaviour are referred to, to cover behaviour incidents which may arise.
- Students with injuries or complaints are dealt with directly by the teacher on yard duty who informs the class teacher and writes a report. Fully qualified First Aid Responders are always available, and will advise on injuries which may arise.
- First Aid boxes and Accident Report forms are kept as a matter of procedure (See Accident and Injury Policy)
- If a student remains on school premises after 3.00p.m., the school normally contacts Parents/ Guardians, and will ensure that supervision is provided until the student is collected.

Special Provisions

- For out of school activities such as school tours, sports days and life skills practice, arrangements are made to ensure adequate levels of supervision are in place.
- If a teacher is called from his/her classroom to meet with a parent, the supervising teacher (usually from the adjoining classroom) will cover supervision. However, it is school policy to request parents to make appointments suitable to supervision provision, and if telephoning

the teacher, to arrange to call back after teaching duties are completed for the day.

- In wet or excessively cold/icy weather students are to remain in their classrooms with SNAs supervising under the normal teacher supervision rotas.

Other Considerations:

- A 24-hour personal accident insurance cover is available to all students.
- If students are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, then written notification is sent to parents/guardians in advance and a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the student's parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent who has been denied access becomes threatening and/or insists on attempting to remove a student from the school, the principal or deputy principal or next most senior teacher will call an Garda Síochána.

Success Criteria and Review

- A safe student-friendly school and recreational complex.
- Well organised and safe out-of-school activities.
- School rules and policies are adhered to.
- Supervision duties are regularly reviewed.
- A Risk Assessment on Health and Safety grounds is completed for all out of school activities.
- Procedures deemed to be medium- to high- risk are altered, adjusted or mitigating systems are put in place

Implementation

This policy has been in operation since 2008 when it was ratified by the Board of Management, updated in 2011, revised in 2020 and in 2023.

References

1. Primary Education Management Manual - Thompson Roundhall
2. Insurance, Safety and Security in the school - Church & General

Other Policies related to supervision:

- Code of Behaviour
- Anti-Bullying Policies
- Communication Policy
- Reception and Dismissal of Students
- Accident/Injury Policy
- First Aid Policy
- Pupil Illness or Injury policy
- Absconding policy

Implementation/Ratification and Review:

This policy was re-ratified by the Board of Management _____

This policy will be reviewed by the Board of Management in 2025.

Signed: _____
Chairman, Board of Management

Date: _____

Signed: _____
Principal

Date: _____