

St. Louise de Marillac Primary School

Supervision of Pupils Policy

(April 2013)

Introduction

This policy was formulated in consultation with all staff and it applies to all staff and children during school hours, break times, and on all school-related activities.

Rationale

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.

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

School Procedures

- Teachers assume a duty of care at 8.50am. A letter is sent to parents/ guardians in September reminding parents/ guardians that the Board of Management takes no responsibility for children on the premises before 8.50 a.m.
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10.40am to 10.50am and 12.30pm to 1.00pm.
- 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. It is also on the school’s central server and is kept for record purposes for 13 years.
- School rules as well as rules of the school yard are reviewed and revised as necessary and communicated to children regularly.
- If a serious issue arises or parents indicate a worry about a particular child on the yard, teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.

- Teachers on supervision duty remain in the yard or on corridor (on a wet day) until the class teacher returns to class or collects the classes from the yard.
- Teachers who will be absent on school business, attending an inservice course or on an Extra Personal Vacation (EPV) day can arrange to swop supervision duties with a willing colleague.
- If a teacher is unexpectedly absent, a volunteer colleague will assume his/her duties in a reciprocal arrangement. This may be rostered as an Emergency Duty Rota.
- While the current arrangements re payment for supervision duties remain in place, lunchtime supervision duties are not compulsory and teachers have the option of opting out if they so desire. The Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to payment for the 37 hour contracts. If this situation changes nationally, staff may be asked to take on supervision duties without extra remuneration.
- Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated children with special educational needs, they can also act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools Anti-Bullying Policy and Code of Behaviour Policy cover incidents of misbehaviour.
- Children with injuries/ illness are dealt with by the teacher on indoor duty/ First Aid duty at lunchtime. Smaller children may be given a note to bring home informing parents/ guardians of the injury.
- First Aid boxes and Accident Report books are kept as a matter of procedure.
- A record is kept in the office of all serious accidents. This is written up by the teacher/ SNA on duty who witnessed the accident. The insurance company are also informed if deemed necessary.
- At home time teachers bring children to their designated exit door. Children travelling home by bus are supervised by an SNA and escorted to the bus line by the main entrance door. Children going home by bus are supervised after dismissal by the external bus escort (organised by the bus company) until the bus arrives. Pupils from Infants - 1st Classes who are travelling home by bus will be collected from their assigned class before home time. The rest of the class are brought to their usual exit to meet parents/ guardians by the class teacher.

Daily Routine

Reception of pupils:

- Early Start and four other class levels (depending on location of classes) assemble at the Gaels Gate pedestrian gate.
- Four class levels assemble at end gate near Caritas.
- The principal/deputy principal or designated teacher opens the gates at 8.50 a.m.
- Pupils assemble in their class lines in the yard and proceed to their classrooms. Designated teachers, normally post-holders on a rota, remain on the corridor and supervise until 09.00 a.m. One teacher supervises on each corridor and in the pre-fabs.
- The Breakfast Club staff and SNAs are also on duty.
- At 09.000 a.m. class teachers come to their classrooms.

- Doors to the school are secured by electronic locks at 9.10 and entry to the school during the day is through the main door.

Morning Break:

Infant- 1st Class

Coffee break is staggered in two sessions between 10.30 - 10.40 and 10.40 - 10.50. One teacher supervises two classes (i.e. their own and class next door).

2nd – 6th Class

On dry days pupils go outside. All classes are brought to end door by the class teacher and pupils go outside. Two teachers supervise the yard. SNAs are also on duty.

On wet days pupils stay indoors and a teacher supervises on the corridors. SNAs are also on duty.

Pupils with an injury / illness that prevents them going outside stay indoors and remain seated in main foyer near hall reading a book. Class Teacher informs the school secretary that the child is seated there.

Lunch Break:

- Lunch break is from 12.30p.m -1.00 p.m.
- Three teachers take outdoor duty on both junior and senior side, six teachers in total.
- One teacher takes indoor/First Aid duty.
- Special needs assistants supervise their assigned pupil in whichever yard their pupil is assigned.
- Pupils with injury / illness that prevents them from going outside are looked after at First Aid Station by teacher on indoor duty.
- There is a roster of corridor/prefab duty for wet day supervision.

Dismissal of Pupils

- Infants are dismissed at 1.40 p.m. First and Second classes are dismissed at 2.40p.m.
- Children in junior classes are collected from teacher in school yard. A designated teacher/SNA accompanies pupils travelling by bus to the school gate.
- Class teacher brings the older classes to the end door and sees the pupils off the premises. The teacher assigned to Room 24 upstairs will stand at the end door and watch pupils descending the stairs safely.
- For safety reasons, pupils are not allowed to enter/ leave by the main gate, where cars enter/ exit at dismissal time. Children are frequently reminded of this. The exception is those children who are travelling by bus and who leave somewhat later under the supervision of the bus escort. They walk on the footpath to the gate.
- Pupils going to After School clubs are supervised by SCP team / teachers. Children who are attending after schools activities gather outside the SCP office in the administration corridor and proceed from there when coach/ teacher collects them.

Permission to take children off early

Permission has to be obtained from either the principal/deputy principal/ assistant principal or secretary. Pupils leaving the school premises for dentist/ doctor appointments are collected by parent/ guardian and signed out. The book outside the secretary's office is to be signed by parent/guardian. In order to avoid leaving the school

office unoccupied, a green card will be issued to the adult to give to the class teacher to indicate that the child has permission to be taken from school. Generally speaking, pupils are not allowed to leave school with teenage siblings unless there is a written request from parents.

Toilets:

Children generally go to the toilets under supervision of class teacher. Pupils in junior class go out to toilets in pairs outside of the times of the main class visits. Pupils in senior classes are constantly reminded of the expectation of responsible behaviour if they are unaccompanied around the building.

Security Measures:

- Pupils from infants to second class should go on a message in pairs under the supervision of their class teacher.
- Front door will be opened by intercom system at all times. No child is allowed to open the front door from inside to allow a visitor access.
- All exit doors (B,C,D,E) are locked after 9.10 a.m. and are secured by keyfob / code.
- Teachers in Room1 and R14 should check that Exit Doors C and E beside their classrooms have been re-bolted after Infants have been dismissed at 1.40 p.m.
- Parents are requested to make appointments to see principal/ class teacher.
- Secretary will bring messages e.g. forgotten lunch, runners etc. to pupil in class to avoid unauthorised personnel walking unaccompanied around the building.

Pupils who leave school without permission:

If, for any reason, a child leaves the school without permission during the school day, parents/guardians will be notified immediately. Should the school be unable to contact the parents/ guardians, the Gardai will be notified.

Pupils who are not collected on time when school finishes:

The class teacher waits with the child at the dismissal door for a reasonable amount of time. He/she then proceeds to the school office with the child and contacts the parents/guardians/emergency contact numbers and organises for the timely collection of the child. If there are after-school clubs in operation, it can be agreed that the child can be left in the care of a teacher/project worker/coach/principal depending on the circumstances on the day.

In the unlikely event that no contact can be made and all school personnel are leaving the building (e.g at 5pm when caretaker and cleaners leave), the Gardaí will be contacted by the principal teacher or his/her representative.

Special Provision

- For out of school activities such as games, swimming and tours, back up provision is put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 pupils with designated teachers/ assistants/adults in charge of specific groups.
- If a teacher is called urgently from his/ her classroom to meet with a parent, another member of staff may be released to cover supervision of the pupils if this can be

arranged. However, it is school policy to request parents to make prior appointments.

- On wet days children remain in their classes at break times under the normal supervision rota. One teacher supervises classes on each corridor and in prefabs. SNAs are also in duty in assigned classrooms.
- When student teachers or visiting tutors/coaches are teaching subjects e.g. P.E., or other topics, the class teacher is always present in the room/hall.
- The Safety Statement lists all the hazards on the school yard and supervisors are accordingly briefed.

The Code of Behaviour Policy and Anti- Bullying Policy are followed when there are minor and serious incidents of misbehaviour.

Success criteria and Review

- Ensuring a safe child- friendly school and school yard
- Providing well organised and safe school activities
- Reinforcing school rules on a regular basis
- Reviewing supervision duties yearly (or sooner if the need arises)
- Altering or adjusting procedures deemed to be inoperable
- Evaluating and improving procedures regularly.

St. Louise's School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and thereafter every three years unless an earlier review is requested for a specific reason by a member of the school community if circumstances arise that would prompt a more timely review.

This policy was reviewed and ratified by the Board of Management of St. Louise de Marillac Primary School on 30th April 2013.

It is available for parents and staff online on the school blog / server. It is also available in the policy folder in staffroom and school office.

Chairperson's Signature: *Sr. Claire McKiernan*

Date: 30/4/2013