



St. Louise de Marillac Primary School Supervision of Pupils Policy

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) 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.

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 / school grounds 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, and guidance in light of changes in legislation, experience and other relevant developments.

School Procedures

- Teachers assume a duty of care at 8.50am. A reminder note 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, 12.00pm - 12.30pm/ 12.30pm to 1.00pm or at other times teachers bring pupils to the yard.
- A rota for supervision is drawn up by a post holder in consultation with Principal/staff and this rota is displayed on the staffroom notice board. It is also stored on the school’s electronic data storage system 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. The teachers on yard duty keep records of first aid incidents on days they are on duty and these records are also stored in school.

- 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 the 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 in-service course or on an Extra Personal Vacation (EPV) day can arrange to 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. This may be rostered as an Emergency Duty Rota.
- 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 school's Anti-Bullying Policy and Code of Behaviour cover incidents of misbehaviour.
- Children with injuries/ illness are dealt with by the teacher on duty at lunchtime. In the event that the teacher on yard needs assistance a teacher may be called from the staffroom at lunchtime to help. 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 is also informed if deemed necessary.
- At home time teachers bring children to their designated exit door/gate. If a teacher is absent, a designated SNA will accompany the children to their designated exit door to be dismissed by an appointed teacher.

Daily Routine

Reception of pupils:

- Early Start and five other class levels (depending on the location of classes) assemble at the Gaels Gate pedestrian gate and the Main Junior Gate.
- Three class levels assemble at the end gate near Caritas.
- The principal/deputy principal or designated teacher opens the doors at 8.50 a.m.
- Pupils assemble in their class lines in the yard and are collected by class teachers at 8:50am and proceed to their classrooms. Post-holders, who are not teaching a mainstream class, are available to supervise until 09.00 a.m.
- The Breakfast Club staff, if available, and SNAs are also on duty.
- Doors to the school are secured by electronic locks at 9.00 and entry to the school during the day is through the main door. Access to each end of the school is by fobbed doors located on the administrative corridor.
- In junior classes school staff need to be vigilant and ensure that all pupils are accounted for when exiting and returning to the school building.
- Adults are responsible for opening and closing the doors securely.

Morning Break:

Infants - 2nd Class

Coffee break is staggered in two sessions between 10.30 - 10.40 and 10.40 - 10.50. The teacher next door supervises while the class teacher is on break.

3rd – 6th Class

On dry days pupils may go outside. Classes are brought outside by the teacher on duty SNAs are also on duty. On wet days pupils stay indoors; teachers supervise on the corridors. SET are included in supervision arrangements during breaktime. SNAs are also on duty during all breaktimes.

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

Lunch Break:

- Lunch break is usually from 12.30p.m - 1.00 p.m. The Early Start Team take lunch from 11:30 – 12pm if a morning and afternoon session are in operation.
- Individual classes are assigned a particular play area, with class levels playing in proximity to each other.
- One teacher supervises 2 or 3 individual classes and SNAs are available to assist.
- First Aid packs are available on every yard every day and teachers keep a record of injuries.
- A log of serious accidents, where a parent needs to be informed, is kept in the secretary's office.
- Generally Special Needs Assistants supervise their assigned pupil in whichever yard their pupil is assigned.

Dismissal of Pupils

- Infants are dismissed at 1.30 p.m. All other classes are dismissed by 2.30p.m.
- Children in junior classes are collected from the teacher in the school yard / at the railings.
- Class teacher brings the older classes to the end door and sees the pupils off the premises.
- The teacher assigned to Room 24 is available to help with the dismissal of pupils.
- In certain circumstances where the teacher does not know the parents, children will remain with their teacher until parents come in to collect them e.g. first two weeks in Junior Infants / if infant teachers are absent.
- 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.
- Pupils going to after school clubs are supervised by SCP team / teachers. Children who are attending after school clubs meet at a designated spot and proceed from there when the 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. If a parent wishes to collect their child early, they must come to the office and wait while a member of school staff goes to the classroom to collect the child. If an infant child is uncollected after 5 minutes, the teacher will bring him/her to the school office and the parents/guardians will need to seek access at the main door and speak to somebody in the office. This is to ensure the safety of all pupils. Generally speaking, pupils are not allowed to leave school with teenage siblings unless there is a written request from parents. In exceptional circumstances oral consent may be sought over the phone.

Toilets:

Children generally go to the toilets under supervision of the class teacher. Pupils in junior classes 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 messages in pairs under the supervision of their class teacher.
- The 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 9a.m. and are secured by keyfob / keycode.
- Teachers in Room 1 and Room 13 should check that exit doors C and E beside their classrooms have been closed after the infants have been dismissed at 1.30 p.m.
- Parents are requested at all times 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 get separated from their class group:

All children are made aware that if they get separated from the class within the school grounds, they should stay at all times within the school grounds and proceed immediately to the secretary's office. In the event of this happening, the child's parents will be informed. The first priority will be for the pupil's safety and wellbeing. An incident report form will be recorded by school staff.

Pupils who leave school without permission:

If, for any reason, a child leaves the school without permission during the school day, the Gardaí and parents/guardians will be notified immediately.

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/secretary/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, another member of staff may be released to cover supervision of the pupils, if this can be arranged.
- It is school policy to request parents to make prior appointments if they need to speak to their child's class teacher.
- 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 on 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 many 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 annually (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 20th September 2022. It is available for parents and staff online on the school blog and on the school's electronic storage system. It is also available in the policy folder in the school office.

Chairperson's Signature:

Date: 20/9/2022



