



Rationale

Supervision Policy

Our aim is to provide a safe place for all the children in our care to learn and play. All teachers and SNAs accept the duty of care which devolves to us. In St. Ultan's School we make every effort to ensure that the children given into our care are adequately supervised.

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.

School Procedures

- Pupils are supervised in the hall and middle building before classes begin between 8.50am and 9.00am. This is to facilitate to the arrival and departure of buses. The Board of Management wishes to inform parents that it does not accept responsibility for pupils who are dropped off earlier than 8.50am.
- Pupils are supervised on the school yard during regular lunch breaks, i.e.
- 10.35am – 10. 45am Junior Break 10.50am – 11.00am. Senior Break 12.30 – 12.50 pm Senior Break 12.55 – 1.15 pm Junior Break
- The rotas for supervision for both teachers (break time duties) and SNAs (early morning duties) are drawn up and updated by the Principal or Deputy Principal. Both rotas are sent to teachers via Aladdin, and posted in the staffroom.

Procedures for Teachers

- One teacher and at least 5 S.N.A.'s are on duty for each break time,
- All pupils are required to line up when the bell rings. The teacher on duty remains on the yard with the pupils until the SNA and/or class teacher takes all pupils to their classrooms.
- Teachers taking an EPV day are requested 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.

- The teacher on duty does not leave the yard during break time. SNAs treat any accidents or injuries that arise.
- On wet days a teacher supervises all classes in the building they are in, while the SNA's supervise the other buildings under the normal supervision rota.

Procedures for SNAs

- All available SNAs are on duty for both break times each day. They are assigned to specific areas of the yard which they supervise.
- All SNAs must be on the yard before the final bell rings and the pupils come out onto yard.
- SNAs act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour
- SNAs deal with any injuries and administer First Aid as necessary. All accidents and medical treatments administered during break times must be recorded by the teacher in the Incident Report Book stored in each classroom by the class teacher
- On wet days, SNAs stay with the pupils in their classroom under the general supervision of a teacher/Principal/Deputy Principal/Post Holder

Additional Procedures

- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- If there are particular worries about a pupil on the yard all staff on yard duty are informed of the concern so that the pupil can be supervised and monitored appropriately
- Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms, toilets or any other school area where they would not be under adult supervision. They are not to leave the school playground without permission. If pupils leave the yard without permission, their parents will be informed immediately. The Garda Síochána may also be contacted if staff feel that the safety and welfare of the child is at risk.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.

Special Provisions

- Pupils are not allowed out of their classrooms without permission. Two or more pupils are not allowed to the toilet together in the old building. In so far as is possible, pupils are encouraged to follow the procedures for toilet times in the old building.
- The principal will be consulted on the arrangement of out of school activities such as games, swimming, tours to ensure adequate levels of supervision are put in place.
- When visiting teachers such as P.E., Music, Language, Dance, take over a class, the school requires school staff to maintain a presence.
- If parents wish to take their children early from school they must sign the "Visitors Book" to indicate that they have taken their child early from school.
- Parents must also inform the Bus Escort/ Bus Driver of the early collection.

Implementation and Review

The above policy with the new arrangements for break times will be implemented from November 2021. It will be reviewed in January 2023 unless deemed necessary in the interim.

Ratified by the Board of Management in November 2021.

Signed: Patrick McCreanor

Patrick McCreanor, Chairperson

Date: 19/11/21