

# St. Paul's S.N.S.



## Supervision Policy

## Supervision Policy of St. Paul's S.N.S.

The Board of Management of St. Paul's S.N.S. has adopted this policy on 5<sup>th</sup> October, 2023 following consultation with all staff members.

### Introduction

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

- Our aim is to provide a safe place for all the children in our care. In St. Paul's S.N.S we value a safe environment and work towards providing that for the entire school community.
- 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.
- The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.
- Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7).
- While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of pupils who arrive at the school before 8.50 am. or who remain in the vicinity of the school after school hours awaiting collection.

### Legislative Context

- Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
- The overall responsibility for the day to day management of school supervision rests with the principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the principal teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.
- Circular 18/03: "Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on

school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the pupils in the school in which they teach, including periods of supervision, is not changed."

### **Policy Statement**

On the issue of supervision before school, it was decided by the Board of Management that pupils required a reasonable amount of time before school and after school to enter and exit the school building, and that the school could reasonably be expected to supervise pupils for a period of 5 minutes prior to the commencement of the school day at 9.00am and 5 minutes after the school day ends at 2.40pm. Parents are advised that outside of these times pupils would be on the school premises at their own risk unless attending an organised activity supervised by a teacher.

### **Pre-school supervision procedures**

- The school will open to receive pupils at 9.00 am. In accordance with our Child Safeguarding Statement, pupils will be supervised for 5 minutes prior to this (from 8.55am) in three designated areas, the front gate, the back gate and the yard in the case of the SLD class (who arrive in the yard at 8.50am)
- Staff on pre-school supervision duty supervise the designated areas to ensure the safety of the pupils.
- The pre-school supervision staff includes the principal, the H.S.C.L. and members of the S.L.T. and S.N.A.s. SNAs attend to the yard at this time.
- The pre-school supervision staff have a duty to remain with classes until they are collected by the class teacher.
- All parents are notified by the school of the times at which the school accepts responsibility. Communication will be issued to parents/guardians at the commencement of the school year to inform them of the arrival and dismissal procedure.

### **Pre-school supervision of pupils on mornings of inclement weather**

On mornings when it is raining sufficiently, snowing or the school yards are deemed dangerous due to frost, the pupils will be admitted to the school buildings from 8.55am. The decision to admit the children will be made by the principal.

The principal, deputy principal, AP1s and S.N.A.s will admit the children to the school at 8.55am and supervise them until 09.00. The children will make their way to their classrooms and wait in the corridors.

The pupils will be admitted to the classrooms and will be supervised as follows:

3<sup>rd</sup> Class hallway: Principal/ S.N.A.

4<sup>th</sup> Class hallway: Mr. Barrett

5<sup>th</sup> Class hallway: Ms. Corey

6<sup>th</sup> Class hallway: Mr. Harrington

The pre-school supervision staff will supervise the children from 8.55am in the corridors.

### **Procedures for supervision at mid-morning break and lunch time**

The principal and teachers are organised into groups to supervise at break and lunch time. The AP1 Ms. Hennessy is responsible for the rotas. The rota is displayed in the staffroom, on the school messaging system and each teacher is given a copy. A copy is also displayed in the Breakfast Club window.

- Teachers on yard-duty supervise the yards to ensure and encourage the safety and good behaviour of the pupils.
- Two teachers and two SNAs are on duty in each yard at all times. Each yard is divided into two sections, with one teacher and one SNA supervising in each section.
- On wet days members of the S.E.N. team supervise the children in the classrooms. This is organised by Ms. Hennessy AP1.
- Yard rules are revised and reviewed regularly and are repeated often to the children at assembly. A copy of the 'Rules of the Yard' is displayed in each classroom and on the corridor of the school building. All classes have copies of the relevant rules displayed.
- The teachers on yard duty remain in situ until all classes have been collected by their teachers.
- Teachers on yard supervision will manage any minor incidents that occur.
- Teachers will bring to the attention of the class teacher any matter requiring corrective action. The more serious issues will be brought to the attention of Year Heads and/or the Deputy Principal Ms. Corey. For more information regarding serious incidents of misbehaviour, refer to the school's Code of Behaviour.
- While SNAs provide individual supervision for designated children with SEN at lunch and break times, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teachers on yard duty.
- In the event of necessary corrective action, the pupil involved may be asked to stand out for a short period. The class teacher is informed on his/her return if necessary.
- First aid is administered by a supervising adult at the back door first aid station.
- First Aid boxes and Incident Reports are kept as a matter of procedure (see Health & Safety Policy). All accidents where an injury is involved are noted in the Incident Report Form as per policy, by the teachers on supervision and reported to the class teacher. A report is written and a copy kept by the designated first aid post-holder in the school office. The principal is informed when an accident occurs and where teachers deem it necessary, the child's parents will be informed.

### **General procedures**

Teachers on yard supervision will take their break / lunch before/ after the break. Their class will be supervised by their S.E.T. team teacher. In the event of S.E.T. teacher absence, cover will be organised by Ms. Hennessy.

- Children excused from yard for medical reasons will sit in the boat outside the office for the duration of yard time.

- Religious Ceremonies: The children of parents who have a different faith or fundamental objections to their children attending Mass or other religious events, will assemble in a designated classroom and will be supervised by a teacher.
- Yard rules will be displayed in the classrooms and the pupils will be informed of their contents.
- Class teachers will accompany their classes to the yard and only leave the yard once yard supervision teachers are present.
- In cases of unplanned teacher absence the S.E.T. teacher or another designated teacher will take the class in from the yard and supervise the class until alternative cover is arranged. The S.E.T. teacher should adhere to this supervision policy unless otherwise advised.
- In cases of planned absence such as E.P.V. days, the S.E.T. teacher or another designated teacher will take the class in from the yard and supervise the class until/ unless alternative cover is arranged. If a substitute teacher is available, they should adhere to this supervision policy unless otherwise advised.

### **Dismissal of pupils**

- At 2.40pm, class teachers will accompany their classes to their assigned exit door for dismissal.
- Members of the I.S.L.M. and S.N.A.s will be posted along the footpath inside the school grounds to ensure the smooth and calm departure of the children. Once a reasonable amount of time passes and the majority of children have left the school grounds, these staff will be free to leave their posts.
- In the event of a child not being collected on time, the child will proceed to the office. The secretary will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.
- Contact details for parents are available to the secretary. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.
- Children who are attending after-school activities will adhere to the After School Activities Policy and will remain under the supervision of the teacher until dismissal.

### **Off-site visits**

- Children attending activities off-site such as school matches, concerts, choral performances, swimming etc. should be supervised by school staff.
- School Code of Discipline rules apply.
- Parents / guardians should not remove children from the care of supervising teachers during off-site visits unless previously arranged with the school secretary.

### **Student teachers, visiting teachers, instructors and facilitators**

Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators (such as

Music Generation teachers, Zeeko facilitators, and GAA, Rugby, sports instructors) come to work with the class, teachers are to remain with the class.

### **Brief absences during the school day**

- Unless unavoidable, teachers should not leave their class unsupervised.
- When a teacher has to leave a classroom for any reason, s/he arranges cover for the supervision of his/her class.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff will be sent to cover. Appointments will be made for parent/teacher consultations at a time convenient for all parties and supervision of the pupils will be provided for when necessary.

### **Provisions for pupils with appointments off campus**

- Parents may request that their children be allowed to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:
  - Where a child needs to leave school during the school day, for a dental, medical or other appointment, the register in the school secretary's office must be filled in. At this point responsibility for the child's safety is transferred to the parent/guardian. (Please note that in line with our Child Safeguarding Statement, pupils will be released for appointments into the care of a parent or guardian.
  - Where possible, parents/ guardians must notify the school in advance in person, by telephone or in writing. They must provide a reason for their early departure, the time that they wish to collect their child and the approximate time of return, if applicable.
  - The child is then collected from the reception area by the parent/ guardian over the age of 18.

### **Other considerations:**

- If pupils are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, choral work etc., written notification is sent to the parents 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 child'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 child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

**Roles and Responsibilities**

- The assistant principal Ms. Hennessy is responsible for drawing up and updating the supervision rota.
- The effective supervision of pupils before school (8.55 - 9.00am), during breaks and lunch periods is undertaken by the teachers and principal. SNAs have responsibility for designated pupils at these times.
- Children with injuries/complaints are dealt with directly by the teacher/ SNAs on supervision duty.
- Effective supervision of the pupils must be maintained by all teachers and SNAs during assembly and dismissal.
- Teachers supervising at break/lunch times are expected to ensure that the pupils:
  - Do not enter the building without permission
  - Do not behave in an unruly manner that is likely to endanger themselves or others
  - Do not leave the school premises
  - Line up in an orderly fashion with their class
  - Comply with school and yard rules
  - When the bell sounds, teachers collect their classes from the yard and bring them to their classrooms promptly.
- Teachers are not responsible for children on the way to or from school. Teachers are not responsible for children on school property before 8.55am or after 2.45pm.

**Success Criteria and Review**

- Ensuring a safe child-friendly school yard.
- School tours and off-site visits are conducted safely.
- Yard rules are adhered to.

**Review**

- Review supervision duties and practice annually.

**Communication and Monitoring**

- This policy is an integral part of the culture of St. Paul's Senior NS and will be subject to regular review. 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 two years, unless there is a compelling reason to review it earlier.

**Adoption by the Board**

This policy has been reviewed and updated by the staff of our school and will be available on the school website. The Board of Management reserves the right to amend this policy as needs arise.

Reviewed by staff on: 26/09/23

Signed: A. O'Leary  
(Principal)

Date: 5/10/23

Signed: Rev. John Aher M.C.  
(Chairperson of Board of Management)

Date: 5/10/23