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Yellow Furze National School Supervision Policy – October 2020

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care. Supervision of pupils in classes under their control whilst on the school premises and during all school related activities is an integral part of a teacher's professional duties and contract of employment.

The school acknowledges that adequate supervision is intrinsic to the safety of children in our school. Legislation including the Health, Safety & Welfare at Work Act place a duty of care and accountability on schools that must be underpinned by a policy covering possible eventualities. This policy outlines the supervision practices in our school, especially in the areas of Classroom, Arrival and Dismissal, Break times, School matches, tours and other off-site events, Visiting Teachers/ Tutors and special provisions. Under the terms of the Haddington Road Agreement 2013, all teachers are required to take on supervision duties

1. Classroom

The children are supervised at all times by the class teacher. If the teacher is absent from the room for a short period, the teacher in the nearest classroom supervises until he/she returns by leaving both room doors open.

Children attending Learning Support or Resource will be collected from the classroom by the relevant teacher.

2. Arrival & Dismissal – please note that Covid 19 restrictions has impacted all these times and procedures as detailed below:

Yellow Furze NS appreciates your support as we safely reopen the school building. In order to maintain a safe & secure teaching & learning environment, we request that parents do **not** enter the school building. All pupils should be dropped off at the school gates/car park (**or the back doors of the classrooms for Junior and Senior Infants classes**).

It is **imperative** that

- adults do not come within 2m of each other
- parents do not try to have meetings with members of staff at the school gates or other drop off/collection points during drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement. (In line with current guidance, meetings will take place remotely – either by telephone or video conferencing).
- all parents adhere to the drop-off and collection plans as outlined below

Arrival at school

Pupils should arrive between 9:10 & 9.30am each morning & proceed directly to their respective classrooms via the designated gate, route & entrance. Children who arrive by bus line up at their designated entrance in the mornings. Parents are requested to ensure that their children arrive at school ONLY during the time range specified above.

- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- If a child appears unwell on entering the classroom, the principal will contact the parent and ask the parent to take the child home immediately. This must be done in the interests of safety & protection of other pupils & staff.
- No adults, other than staff members, should enter the school buildings in the mornings.
- Messages for teachers can be sent to the school email or by phoning the school office (046)9024434.

Entry Points to School Buildings in the mornings.

NOTE: All children can be dropped off at the school gates or car park. Parents/Guardians do NOT need to enter the school grounds EXCEPT:

- 1) **Junior Infants Parents/Guardians:** The Junior Infants children can be brought to the backdoor of the Junior Infant classroom by a parent or guardian.
- 2) **Senior Infants Parents/Guardians:** As above to the backdoor of the Senior Infant classroom.
- 3) **1st Class Parents/Guardians:** For the first 2 weeks, a 1st class parent/guardian can bring their child to the door specified for school entry for this class. See below.

NB Any Parent/Guardian from the above list who brings their child to the school building entry points MUST wear a face covering/mask when doing so.

Entry Points for all Classes

Junior Infants: Backdoor of Junior Infant Classroom

Senior Infants: Backdoor of Senior Infant Classroom

1st Class: Canopy Door of new Extension

2nd Class: Main Door of School (beside Joan's office).

3rd Class: Main Door of new extension (opposite Senior Infant classroom).

4th Class: Lower Main Door of School (beside outside toilet)

5th Class: White Door beside gym door.

6th Class: Lower Main Door of School (beside outside toilet)

End of School Day

Adults who are collecting their children from school at the end of the day must adhere to the procedures the school has set in place in regard to pupil dismissal. They must also ensure that any person collecting children on their behalf is made aware of our system and procedures.

2.00pm:

Junior Infants: The class teacher will bring the children to the collection point (**backdoor of Junior Infant classroom**) and will release the children into the care of the adult who is there to collect them. All Junior Infants will be brought to the collection point at 12.30pm each day for the first two weeks. Thereafter the collection time will be 2:00 pm. The adults should queue outside this backdoor maintaining social distancing.

Senior Infants: Collection Point: Main door of new extension outside the Senior Infant classroom.

2.45pm

1st Class: Collection Point: Main door of new extension outside Senior Infant classroom.

2nd Class: Mrs. Fitzpatrick's Class: Exit point: Rear door adjacent to car park.

2nd Class: Ms McGuigan's Class: Exit Point: Rear door adjacent to car park

2.55pm

3rd Class: Exit Point: Grey door in new extension.

4th Class: Exit Point: Lower Main door of school (adjacent to outside toilet.)

3.00pm

5th Class: Exit Point: White door on corridor beside gym door. 3:00pm each day.

6th Class: Exit Point: Lower Main door of school (adjacent to outside toilet.) 3:00pm each day.

Classes in Yellow Furze NS start at 9.30am and finish at 2pm for Junior & Senior Infants and 2.45 - 3pm for all other classes. The Board's responsibilities to the pupils is stated below and issued to parents in the first Newsletter of each school year.

The Board of Management is not responsible for children who arrive to school before 9.10am in the mornings or are not collected promptly at 2pm for junior classes and 2.45- 3pm for senior classes.

- Teachers are expected to be in the classroom at 9.10am when children arrive.
- Outside doors are locked once children are in class. Latecomers must be signed in by a parent/guardian.

3. Break Times

Break times are 11-11.10am and 12.50-1.20pm. These are supervised by 4 teachers on a rota basis agreed by staff. As teachers must wait until all children leave the room before they can leave, there may be a slight delay in reaching their supervision point. The rota is displayed in the staff room. The Special Needs Assistants supervise during both breaks.

3.1 Zoning of the yard.

The yard is zoned so that each class has a defined play area and each class is separate from all other classes:

Juniors / Seniors / First: Alternate weeks on Mud Kitchen / Upper Play area, other week at front of new extension / grass when dry.

Second class: White and Yellow Courts at front and agility trail at back on Fridays

Third: Basketball court at back and soft play area

Fourth: Side Basketball court in drop and go area up to gate

Fifth
Dry days: Pitch at back of school – designated areas.

Wet days: back basketball court, astro-turf and soft play areas

Sixth:
Dry days: Pitch at back of school – designated areas.

Wet days: Walking track and outdoor classroom.

3.2 Playground rules: - clearly defined in the Furzey Books.

Rules of the playground are reviewed and revised on a regular basis and communicated to children regularly.

Children are encouraged to maintain good behaviour when the bell rings and when lining up

Classes are praised for their efforts in maintaining silence in the lines.

3.3 Talking in the line after second bell has rung: The rules are clearly explained to each class and they are reminded on a regular basis.

Names of 2nd - 6th class pupils are written in the 'Line Notebook' and lose 5 minutes from First Break the following day.

Names of Junior Infant – First class pupils also written into the 'Line Notebook'.

Toilets – Classroom: access managed by class teacher according to classroom code (raise hand, request permission to use toilet, await approval before leaving seat, one at a time in toilets, wash and dry hands before returning to class in a timely manner)

Toilets at break time / on yard:

- Children request permission from teacher on duty to use toilet.

- In front yard, one child at a time – use red/green sign on exiting to indicate bathroom is free.

- In back yard, 2 cubicle toilet, request permission before entering toilets, adequate supervision by teachers and SNAs.

4 Accidents / Incidents:

- Any accidents in the playground should be noted either in the Accident Book or the Minor Injuries Record. (located in front porch).
- Accidents of a more serious nature should be recorded in Accident Book in the Principals Office – i.e. where there is a serious bleed, head injury or suspected sprain or fracture. The Principal should always be made aware of accidents.
- The front porch is 'sick bay' and if a child has a cut from a fall, the SNAs are expected to deal with him/her. Note: see Best Practice Guidelines / in Child Protection Policy and/or Accident Procedure Policy for dealing with injuries.

- Teachers on duty at break times should report any incident to the class teacher immediately.
- When we are aware of potential flashpoints with children in relation to potential bullying or unacceptable behaviour, the number of teachers on duty will be increased at break times with the specific aim of identifying any transgressions and monitoring behaviour
- Similarly if parents/teachers indicate a worry or concern about a particular child on the yard, all teachers are notified so that the worry / concern can be addressed or managed satisfactorily.

5 Wet Days:

Under Covid 19 rules, all children can access their classroom from 9.10am. The only children permitted in the yard before this are children who arrive on the school bus who can take shelter under the awning. Teachers should be present in the classroom to receive class from 9.10am

On wet days, children remain seated in their classrooms during break times and the rostered teachers supervise by going from room to room. Classroom doors are left open.

SEN children may be taken to the Gym for a movement break by the SNAs.

6 School trips – under Covid 19, these are currently suspended.

7.1 All trips / events: Teacher to have Class List with contact numbers & check that they have the necessary medication for all children requiring same. (epipens, inhalers).

7.2: Teachers accompanying children to sporting events or competitions should bring a First Aid Kit and Water Bottles if appropriate.

7.3: A minimum of 2 staff members travel to events such as sporting competitions, trips to places of historical interest, tours, swimming lessons, etc.

- a) **Pantomime:** this annual trip to the Gaiety Theatre in Dublin is supervised by all staff as follows:
- Buses hired from reputable carriers, all seats fitted with seat belts, one seat per child, driver expected to be familiar with constraints of child passengers and behave accordingly (no bad language, address any problems or issues with staff rather than child).
 - At least 3/4 adults per bus, SNA to travel on buses with SEN children.
 - Drop off points selected to minimise the number of traffic routes crossed in getting to venue.
 - Junior and Senior Infants paired with 5th and 6th classes – buddy system.
- b) **All bus journeys:**
- Special attention paid to and children reminded about; road safety, seat belts, behaviour on the bus.
 - Teacher to dismount first and instruct children on where to line up.
 - For school gaelic, soccer or olympic handball matches, children get togged out in jerseys in school prior to departure to game.
- c) **Swimming:** 2 classes buddy-up to go swimming (1st +6th) (2nd+ 5th) & (3rd +4th) which ensures optimum use of the pool.
- Pool provides changing rooms for boys and girls. Parents can attend to view from public viewing gallery, but only parents of SEN children, who are Garda Vetted, may enter the changing rooms to help their own child.
 - Children line up to board bus; teachers do head count, children board bus quietly.
 - The pool requires one teacher to be on the pool side to assist with any child that needs to go to the toilet or has an issue during lessons.

7 Visiting Teachers / Sports Coaches / Guests:

All visiting teachers (music etc.) / tutors (Facts of life / Brigid's cross), heritage specialists, speakers, guests etc. should be approved by the Principal prior to the visit. Class teachers must be present and in charge at all times when a guest is present in their class.

8: School Choir - outside of school hours:

When the choir is performing in the church outside of school hours, they will be escorted to the church by a teacher or teachers and at the end of the ceremony will be escorted back to the school for collection by their parents.

9. Use of IT equipment:

Under the terms of our AUP, children are only permitted to use IT equipment such as Laptops or iPads under the direction of the class teacher and solely for the purpose of the task in hand. Use of IT devices for programmes such as TTRS is under the direction of the teacher and any on-line research is conducted using only those internet sites given by the teacher.

10. Work experience / Teaching placement students:

Whilst in Yellow Furze NS, the students will work under the direction of the class teacher, and for Teaching Practice will agree timetables of lessons before the placement begins. The class teacher will be present and in ultimate charge.

11. Temporary Withdrawal:

On occasion, children will be withdrawn from school for a short period of time. It is the responsibility of the parent to come in, sign the child out in the office and return the child to the office on his/her return. A note must be sent to the teacher informing him/her of the reason/time of withdrawal.

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