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**Yellow Furze National School**

**Supervision Policy – November 2022**

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. Both classroom doors must be kept open.

Children attending Learning Support will be collected from the classroom by SET. Older children should be encouraged to go to the LS rooms by themselves, to encourage independence.

1. **Arrival & Departure**

All parents adhere to the drop-off and collection plans as outlined below.

**Arrival at school**

***Pupils should arrive between 9:10am & 9.25am each morning & proceed directly to their respective lines/into class.***

 ***Playing/running around is not permitted before school.***

***Yard supervision, from 9.10am, is provided by 3 SNAs and the principal.***

***1st bell rings at 9.15am and children then enter their classrooms, supervised by class teachers.***

 ***Parents are requested to ensure that their children arrive at school ONLY during the time range specified above. Children are insured between 9.10am and 3.10pm only.***

The Board’s responsibilities to the pupils is as follows:

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

* We ask for co-operation with these times for safety reasons.
* No adults, other than staff members, should enter the school buildings in the mornings, unless partaking in an organised school event.
* Messages for teachers can be sent to the school email – secretary@yellowfurzens.ie or by phoning the school office (046)9024434.
* **Entry Points to School Building in the mornings.**

**NOTE:** All children must be dropped off in the Drop and Go area or the car park. Parents/Guardians do NOT need to enter the school grounds EXCEPT:

1. Junior Infants Parents/Guardians: Junior Infant children can be brought to their designated door by a parent or guardian for the 1st two weeks in September.
2. All other children line up from 9.10am in designated lines and walk into class when the bell rings at 9.15am.

**NOTE:**

Parents - please 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 must only take place by prior, mutual arrangement.

**Entry Points for all Classes**

**Junior Infants: White door under canopy.**

**Senior Infants: Grey door in Junior Corridor.**

**1st Class: Grey door in Junior Corridor**

**2nd Class: Main door of school (beside Offices)**

**3rd Class: Main Door of school (beside Offices)**

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

**4th Class: (Ms Monahan) Main Door of school (beside Offices)**

**5th Class: Lower Main Door of School (beside outside toilet)**

**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 procedures.

**2.00pm:**

**Junior Infants**: The class teacher will bring the children to the collection point 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.

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

***Note: If a child is not collected on time he/she will be brought to the front hall for collection.***

**3.00pm**

1st, 2nd Exit point: Grey door, orange corridor.

4th class: Exit point: Main front door

3rd Class: Exit point: Rear door adjacent to car park.

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

5th Class: Exit Point: White door, end of corridor beside gym door.

6th Class: Exit Point**:** Lower Main door of school (adjacent to outside toilet.)

Classes in Yellow Furze NS start at 9.30am and finish at 2pm for Junior & Senior Infants and 3pm for all other classes.

* Teachers will be in their classrooms at 9.15 am when children arrive.
* Outside doors are locked once children are in class. Latecomers can only enter through the main door and **must be signed in by a parent/guardian**.
1. **Break Times**

Break times are 11-11.10am and 12.50-1.20pm. These are supervised by 3 teachers on a rota basis agreed by staff. The principal supervises in the morning and during most breaktimes. As teachers must wait until all children leave the room before they can leave, there may be a slight delay in reaching their supervision points. The rota is displayed in the staff room and on the wall directly inside the back door (leading to the playground). 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 for safety of all.

Juniors / Seniors: Soft play area, upper rubber matted area and the slide.

1st class: Walking track + goals (carpark)

2nd class: 1st basketball hoop(beside soft play area) + walking track

3rd class: Basketball net (road side of percolation) + grass/tarmac area (drop and go)

Fourth: Alternate between pitch and carpark/basketball/goals

Fifth Pitch

Sixth: Pitch

If children do not wish to play football, other equipment may be used: skipping ropes, agility trail (but only under direct supervision), climbing wall etc.

Weather permitting, the pitch is in full use. When it becomes too wet the front yard may be used, with supervision.

* 1. **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 expected to proceed to their designated lines when the 1st bell rings.

 Once the 2nd bell rings silence prevails and is maintained in the corridors.

* 1. **Talking in the line after second bell has rung**: The rules are clearly explained to each class and they are reminded of them on a regular basis. The sanction for talking in the line is:

 **Lose 5 minutes off break-time** – either from big break on the day of the offence or from first break the following day.

**3.4 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 etc.)

 **Toilets at break time / on yard:**

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

- In back yard, 2 cubicle toilet, children request permission from teacher on duty. Adequate supervision is provided by teachers and SNAs. Only one child is permitted in the toilet at any time, others wait outside until toilet is free.

**3.5 Supervision of SEN children:**

SNAs supervise assigned SEN children on yard, during movement breaks and on arrival and dismissal, thus ensuring safety at all times.

Use of Zen Den: A chair is permanently in place to keep the door ajar. The SNA/teacher sits on the chair, highly visible from the corridor, whilst keeping an eye on the child inside.

1. **Accidents / Incidents:**
* Any accidents in the playground must be noted either in the Accident Book or the Minor Injuries Record. (located in window/back hall).
* Accidents of a more serious nature should be recorded in the Accident Book in the Principal’s 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.
* If a child has a cut from a fall, an SNA will treat the injury. 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 relevant class teacher immediately.(use internal phone system)
* When we are aware of potential flashpoints with children in relation to potential bullying or unacceptable behaviour, the number of teachers on duty may be increased during break times with the specific aim of identifying 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.
1. **Wet Days:**

Teachers are present in classrooms from 9.15am. Children who arrive before 9.15am may shelter under the awning at the Junior corridor.

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 or Zen Den for a break by the SNAs.

1. **School trips.**

6.1 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).

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

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

6.4: School mobile phone must be used for communication with parents, if necessary.

6.5: Teachers must check that all seatbelts are fastened throughout the journey.

 6.6: Special attention paid to and children reminded about road safety, seat belts, behaviour on

 the bus.

 6.7: Teachers dismount first and instruct children as to where to line up etc..

 6.8: For school gaelic, soccer or olympic handball matches, children get togged out in jerseys in

 school prior to departure to game.

1. **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.
1. **Swimming**: 2 classes buddy-up to go swimming (3rd +6th) ) (4th + 5th) ensuring 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.
1. **Visiting Teachers / Sports Coaches / Guests:**

All visiting teachers, sports coaches, tutors, 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 classrooms.

**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.

**Note: Non-participants, regardless of the activity, must remain with their classes for supervision purposes.**

**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 advised by the teacher. No devices are allowed in school or on school trips. Staff have the right to confiscate any device deemed to be in breach of our rules.

**10 Work experience / Teaching placement students:**

Whilst in Yellow Furze NS, the students will work under the direction of the class teacher. Student teachers, on teaching practice, will agree timetables of lessons before the placement begins. They will also be expected to read and adhere to relevant policies i.e. Child Safeguarding, Supervision, Code of Behaviour, GDPR etc. The class teacher will be present and in ultimate charge at all times.

* 1. **Temporary Withdrawal:**

On occasion, children may need to be withdrawn from school for a short period of time. It is the responsibility of the parent to 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.

Issued: January 2016

Ratified by BOM:

Reviewed: February 2018, **October 2019, December 2020, November 2022**

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