

Yellow Furze National School

Supervision Policy

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

Classes in Yellow Furze NS start at 9.20am and finish at 2pm for Junior & Senior Infants and 3pm for all other classes. While the gates are open prior to the start time and after finish times and children are allowed access to the yard as a matter of health and safety, parents are informed of the Board's responsibilities to the pupils as stated below, 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 3pm for senior classes.

- Most mornings, the Principal supervises in the yard from 9.10-9.20am, SNA's are available to meet SEN children and monitor gate from 9.10am.
- When the school bell rings, children line up. When the second bell rings, silence in the lines is expected.
- Principal / Teachers on duty send classes into school. Children are expected to walk into school in quiet orderly fashion.
- Teachers are expected to be in the corridor or at classroom door when children arrive.

3. 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 rota is displayed in the staff room. The Special Needs Assistants supervises during both breaks.

3.1 Children are not allowed around the back of the school during break times unless directed by the teachers on duty and are prohibited from leaving the school grounds without a parent/ guardian.

3.2 The zoning of the yard is defined below:

- There are two play areas –
- the playground in front of the junior classrooms is for Junior & Senior infants and First Class only.
- All other classes use the rest of the playground as assigned by the staff. There is a rota for use of the pitch (weather permitting)

3.3 Playground rules are 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 at Assembly for their efforts in maintaining silence in the lines.

4. Accidents / Incidents:

- Any accidents / incidents in the playground should be noted in the yard book (located in staff room).
- Serious injuries 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 SNA / class teacher is 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 record any incident in the yard copy immediately. These should then be communicated to the class teacher.
- 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.
- 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:

On wet mornings, children are brought into the PE hall at 9.10am and supervised by the Principal. After the second bell they are sent to their classes in quiet orderly lines. Teachers should be present at the classroom door to receive class.

On wet days, children remain seated in their classrooms during break times and the rostered teachers supervise by going from room to room. 5th and 6th class children help out in junior classrooms playing games etc. Classroom doors are left open.

6. School trips:

- 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 bus with assigned child.

- 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 and dress their own child afterwards.
- 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. 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 and sign the child out in the office, and return the child to the office on his/her return. A note should be sent to the teacher informing him/her of the reason for the child being withdrawn.

8. Visiting Teachers / 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 at all times when a guest is present in their class.

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