

## **Canal Way ETNS School Policy on Supervision**

**Introduction:** This policy was formulated in April 2016 by staff of Canal Way ETNS. It involved consultation with BOM, other school staff (SNAs & teachers). The policy was approved and ratified by the BOM in 2017. This policy will be reviewed in March 2019.

**Rationale for Policy:** This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time.

This policy reflects the school's accountability under The Health Safety and Welfare at Work Act (2005) and reflects Court judgements, which have placed a duty of care on teachers.

**Policy/School characteristics:** This policy is in line with the school's Ethos, outlining our aim to foster respect, honesty, courtesy, responsibility, tolerance and consideration for others. School supervision is carried out with a view to developing the core values, in a positive environment, while ensuring the safety of all. We will use a rights based approach to resolving conflict on the yard.

### **Factors taken into consideration in the formulation of this policy**

The following factors were taken into account in the formulation of this policy:

1. The developing nature of our school and our growing numbers.
2. The age range of the pupils.
3. The general behaviour of our pupils.
4. The school grounds
5. Existing supervision practices – teaching staff conscious of the need for balanced, reasonable, age-related care
6. The school experience of minor accidents to date.
7. The ethos of the school to promote respect and consideration of others.

**Aims and objectives of the policy:** To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid-morning and lunchtime breaks and while engaged in school activities.

#### **Times identified as presenting need for supervision**

- 1. Arrival & Dismissal**
- 2. Mid-morning and lunchtime breaks**
- 3. Certain activities**
- 4. Teacher having to leave classroom**
- 5. Specific circumstances**

#### **1. Arrival & Dismissal:**

- It is school policy to collect and supervise pupils in the yard from 8.30 a.m.
- A staff member is to remain at the door until 8:45a.m. for latecomers.
- Teachers supervise pupils while they are exiting the school at 1.10p.m. and 2.10p.m.
- Teachers dismiss children into the care of the adults collecting them. No child may leave their teacher without being dismissed. Parents are to support and adhere to this policy and be on time for collection.
- Children who are not collected on time remain with the class teacher (unless class teacher organises another staff member to supervise them). After ten minutes they are brought to the office by the class teacher and a phone call is made. Later than 10 minutes delayed at 2.10p.m. The child remains with the class teacher. If there is a delay of more than 30 mins the principal or deputy principal must be notified.
- Pupils may walk home unaccompanied by an adult with parental permission. The school must be informed in writing at the start of the academic year to allow the school record and monitor. It is strongly recommended that families drop children

and collect at the school gate. It is recommended that walking home alone begins at 3<sup>rd</sup> class subject to parent's assessment of the maturity of the child.

- The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times. (unless they are engaged in a school organised activity/ tour etc.).

## **2. Mid-morning and Lunchtime Breaks:**

- The school takes a mid-morning break from 10.00 – 10.25 a.m. and a lunchtime break from 12.00 – 12.35 p.m. The teacher on yard duty will blow the whistle on time and remain on duty until all classes have been collected on yard. Teachers promptly go out to collect their classes. Support staff assist in line up.
- At eating times children sit at the table. No videos or teaching. Ambient music is ok.
- Children are brought out to and collected from yard by their class teacher. All teachers are to remain with their class until the teacher on yard duty arrives.
- A roster is in place for mid-morning and lunchtime break supervision duty. This roster is on display in the staffroom and is submitted termly to the BOM.
- If a teacher is sick on the day of their yard duty and a substitute is in for them; the substitute will cover their yard duty.
- Our Policy reflects the school's commitment to the provision of "adequate supervision" and to best practice, ensuring-
- SNA cover will be deployed on yard under direction of the Board of Management. When there is no SNA sub roster is referred to for extra teacher.
- The foyer at the back of the school is used to deal with any injuries/illnesses that require attention. First Aid supplies are located there and ice packs are stored in the staff room. If there is a serious injury on yard, the teacher on duty should not leave the yard unsupervised for any amount of time. The class teacher will be informed by SNA about

the incident and assist if necessary.

- The Yard Book must be filled in daily by the teacher on duty. Accidents are dealt with and recorded by the relevant teacher on duty.
- It is school policy for a member of staff to call parent or emergency contact in the case of a serious accident or any injury. Ideally the class teacher would place the phone call. Accident report forms should be filled out by the member of staff who dealt with the incident.
- If it is raining during break children will remain in their classrooms. Children are expected remain seated in the classroom for the duration of break. Videos are not to be shown and social interaction is encouraged. Children are not to be given scissors at rainy breaks.
- If it starts to rain heavily during break, the Support Teachers will help teacher on duty to settle the classes upstairs.
- When re-entering the building after yard, the children should remain in line and be supervised by their own class teacher.
- The class wait in a line outside the classroom door until given permission by their class teacher to enter.
- Pupils are regularly reminded of safe, acceptable yard behaviour during class time and at weekly school assembly.
- Where staff and/or parents express concerns about a pupil's behaviour, all yard duty personnel are informed and agreed individually planned procedures are put in place to ensure the safety of all.
- Play equipment is provided for use during breaks on dry days. SNA will supervise this equipment being put out and taken in.
- Children should not re-enter the school building during break time.
- Children are encouraged to use the bathroom before going to yard. In emergency circumstances children may use the toilet if they have the permission of an adult on duty.
- During yard time there will be no ball games permitted outside of playworks.

### 3. Certain activities:

In-school:

#### General -

- It is school policy that pupils are supervised, returning from PE, swimming and outings, including lunch break.
- When the whole class is moving the teacher stands at a vantage point where they can supervise all of the pupils.

#### Games –

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher. Every school team has a teacher and at least one adult with them on match days.

#### Coaching-

- Where an invited coach takes games instruction, this is always done with a teacher present. The teacher has responsibility for ensuring guest coaches is adhering to Ethos and all relevant policies. Teachers are obliged to stop an activity if they think it is unsuitable.

#### Visiting speaker-

- Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

#### Learning support/Resource-

- Pupils who are attending Learning Support/Resource Teaching are collected and returned to class under the supervision of the teacher

#### Incidental –

- Pupils who need to leave the classroom on a message are always accompanied by another pupil. Children are not allowed to go on messages to the office or any other part of the front building (outside the zoned area).
- It is a school rule that pupils do not run within the building, with the exception of PE activities.

- During PE and at any other use of the hall, the children are not allowed to leave the PE hall alone, specifically not to use the toilets at the front of the building.

#### **4. Teacher having to leave classroom:**

- It is school policy to minimise, as far as is practicable, the occasions when a Teacher is absent from a classroom. When this is unavoidable, the following applies:
- Short absence - Teacher notifies the teacher next door and both classroom doors are left open;
- Break- Teachers on yard duty take their short break immediately before their yard duty; cover is provided at these times by the Teacher next door.
- If a parent wishes to give more than a short message to a teacher in the yard at arrival/collection time, they may make an appointment with the office.

#### **5. Specific circumstances:**

*After school activity:* Children are to be dismissed into the care of the afterschool provider in the yard and are no longer the responsibility of Canal Way ETNS staff. Policy for afterschools to be written in school year 2017/2018.

**Sanctions for Misbehaviour on Yard:** See school Code of Behaviour & Anti- Bullying Policies

#### **Note on hot drinks:**

Hot drinks outside the staffroom are only permitted in covered cups (travel mugs) because of the danger of children being burnt. The only exception is staff meetings and after school when no children are in the school.

**Managing of Chronic Health Conditions & Administration of Medication:** All supervisors should be aware of this school policy.

**Review and Evaluation timetable**

This policy will be reviewed and evaluated at the September staff meeting each year. Any changes to be made will be decided by Principal and Staff and will be approved by the Board of Management of the school.

*This Policy was ratified by the BOM on \_\_\_\_\_*

*Review Date \_\_\_\_\_*

**Chairperson \_\_\_\_\_**

**Principal \_\_\_\_\_**

- Appendix 1: Guidelines for Yard Supervision
- Appendix 2: Yard Rules

### Appendix 1: Guidelines for Yard Supervision

#### General

- Be on time
- Be aware of pupils, who need special attention, observe their behaviour. Be visible.
- Liaise with SNA's re pupils under their care.
- Look for pupils who tend to go out of bounds, leave the yard.
- Be aware of visitors entering the playing area.
- Yard duty teacher will not allow rough or dangerous play, e.g. trains, bulldog or any other pushing/pulling games
- Keep an eye out for conflict or aggressive behaviour.
- Keep an eye out for any form of bullying and take appropriate action.
- Any toys or equipment on yard should be used for the purpose intended for.
- Any child who is in school must go to yard. If they are sick they should stay at home.
- Children on timeout must walk around with teacher instead of being putting on spot or against the wall.

#### Minor Accidents

- SNA to bring pupil to appropriate foyer for treatment and alert class teacher after break.

#### Accidents of a Serious Nature

- Supervisor to inform class teacher.
- Principal is to be informed.
- Parents/guardians are to be contacted by school.
- Incident should be recorded in the incident book.

#### Incidents

- If incident is regarded as serious teacher to write a report in Yard Book
- Class teacher to be informed.
- Principal is to be informed. (Serious incident)
- Principal to monitor Yard Book.

#### Allergic Reactions etc.

- See separate policy
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### Appendix 2: Yard Rules



- Class Teachers are requested to teach these rules to pupils and regularly refresh them in their minds.

**Be gentle - Be a friend - Be responsible – Ask - Stay in bounds - Respond to the whistle**

- Be gentle - no rough play, no pulling dragging etc. no trains
- Be a friend - include others in your game – share
- Make friends - meet and play with different children in the yard
- Stay in the yard -do not leave the yard without permission
- If you need to use the toilet ask a supervisor for permission
- Play safely
- Treat yard equipment with respect.
- Respond to the whistle – Freeze on first whistle and walk to line up on second whistle
- Stay quietly in line until teacher comes - do not enter classroom until teacher gives you permission
- Be responsible - talk to the supervising teacher, an SNA or to your own teacher or the principal if you are unhappy in the yard,
- Remember the Stay Safe rules.

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This Policy was ratified on \_\_\_\_\_.