**Aims:**

* To clarify when supervision is required and provided.
* To define play areas to be supervised.
* To minimise risk during breaks.
* To clarify channels of recording and reporting incidents.
* To arrange procedures for wet day supervision, teacher absences and accidents.

**Provision of supervision.**

Supervision is provided during the following breaks.

* + First break: 11 a.m. to 11.10 a.m.
	+ Lunch Break: 12.40 p.m. to 1.10 p.m.

The following note is sent to all parents at beginning of term in the school newsletter.

***St Fiacc’s will open to receive pupils at the hour of 9.00am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.20am. No pupils should arrive later than 9.15am.***

***Classes will end each day at 3.00pm. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the gate no later than 3.00pm as the school cannot accept responsibility for looking after children after that time.***

Pupils are supervised during class times at all times and are escorted to the door by respective class teachers at three o’ clock. Pupils eat their lunches under the supervision of staff. SEN pupils are collected at the classroom door by the SEN teacher and accompanied back on completion of lesson.

**Defining the play area.**

The play area comprises a Junior Yard, a Senior Yard, a playground, two grass area and a large pitch, Pupils are advised to remain in these areas at all times. The playground is operated on a class rota basis.

During icy weather pupils remain indoors if the yard is deemed by principal/teacher on yard as too slippy. Grass is out of bounds at particular times of the year.

**Yard Rules.**

Classes are allocated specific play areas during play time.

Pupils are expected to behave properly at all times. Sanctions for misbehaviour include: reprimand/separation from peers/detention/prescribed additional work/loss of privileges.

It is the responsibility of the teacher on the yard to administer sanctions for misbehaviour.

All manners of bullying will be taken seriously and dealt with in accordance with St. Fiacc’s Anti-Bullying Policy.

**Recording of incidents on the yard.**

The accident report book will be used as the means of recording accidents on the yard. Aladdin will be used to record incidents of misbehavior.

Only in serious/repeated incidents of misbehaviour will others be informed (Relevant class teacher/Deputy/Assistant Principal/Principal).

The accident report book will remain in the First Aid Room at all times and a copy of the report sheet will be sent home with the pupil.

**Rota**

It is the responsibility of the deputy principal to draft and oversee the yard duty rota every year. The rota will be drawn up after consultation with staff.

There will be 5 teachers and 3 SNA’s on yard duty at any given time. There is one teacher on lobby duty and one teacher on standby for Detention duty.

The supervision rota is on display in the staff room and each teacher is furnished with a copy of same.

Two teachers are on the yard in the morning from 9.10-9.20. One teacher supervises senior yard while the other supervises junior yard. Grass and playground are out of bounds before 9.20am. The Principal and SNA are on the yard from 9.00am. If the Principal is absent, the deputy or A post holder will cover. If it is raining pupils are allowed enter the building after 9.00am. Post holders supervise the corridors on wet mornings.

**Absent staff/sick pupils/detention.**

On the occasion of the teachers being absent without substitute cover, other staff members cover yard duty and are “paid back” in turn. Substitute teachers are expected to perform yard duty if the colleague for which they are covering is on the roster.

Pupils with a doctor’s cert requesting them to be kept in or pupils who are on detention are supervised in the library respectively.

Any ill/injured pupils sent to the office during class time must be accompanied by another pupil and a slip to confirm that they were attended to.

**Procedures.**

Between 9.00 a.m. and 9.20 a.m. pupils must assemble outside the front school entrance before being lead to their classes by staff.

When pupils are dismissed from class at 11.00 a.m. and 12.40 respectively, they must walk out in orderly lines.

When the bell rings signalling the end of first/second break, pupils must assemble in an orderly line. Teachers meet pupils at their lines.

If the weather is deemed too wet/icy etc. pupils will remain in their classrooms and are supervised by the teachers on duty. Pupils must remain seated at all times unless requested otherwise by staff.

**Accident procedures.**

For minor accidents the pupil is sent to the lobby after informing the teacher on yard first. First aid materials are available in the First Aid room. For serious accidents every effort will be made to contact parents/guardians immediately. All injuries and accidents are recorded in the Accident Report Book. If parents/guardian cannot be contacted the school will continue to contact family doctor/emergency services. Accident/Illness consent forms are signed at enrolment.

All pupils’ allergies/medical conditions are on display in the staffroom.

If the child is ill the pupil will be sent to the lobby. If symptoms persist/worsen the pupil’s parent/guardian will be contacted. Pupils who remain indoors for break/detention are collected by their teacher and return to the line unless directed otherwise by the Principal.

All records of accidents will be kept in the accident report book. An accident report sheet may also be filled if requested by the Principal.

**Afterschool activities.**

Pupils engaging in after school activities must first assemble in the hall where they will be collected by the class teacher/Person in charge.

**Other School Activities**

Pupils will be supervised at all times during swimming. A male and female teacher/SNA will supervise boys’ and girls’ changing areas respectively. The recommended school tour ratio is 16:1 supervision.

**Reference to other policies**

Safety Statement; Admissions Policy; Code of Behaviour; Anti-bullying Policy; Record Keeping; Child Protection Policy; Data Protection Policy; School Tours

**Success Criteria & Review**

* Ensuring a safe yard.
* Ensuring that our pupils understand the school rules.
* That all staff are aware of protocols around accident reporting and supervisory obligations.
* Policy will be reviewed every two years by the Principal and/or where the need arises.