

Plean Scoile

St Fiacc's NS

Supervision Policy



St. Fiacc's N.S.
Fírinne le Misneach

Formulated/Ratified/Reviewed	By
09/11/2017 Reviewed	Staff
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28/08/2019 Revised	Staff
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Signed Chairperson BOM

Lilian Fogarty

St. Fiacc's NS Supervision Policy 2024

Supervision Policy

Aims:

- To clarify when supervision is required and provided.
- To ensure school staff understand their supervision and yard duty responsibilities.
- 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.

Scope

The principal and deputy are responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and activities.

This policy applies to all teaching and non-teaching staff at St. Fiacc's Primary School, including substitute and visiting teachers.

School staff is responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

Provision of supervision.

Before and after school

St. Fiacc's Primary School's grounds are supervised by school staff from 8:50am until 2:50pm. Outside of these hours, school staff will not be available to supervise students. Only the asphalt areas will be supervised between 8:50 and 9.10am. Students must line up in these areas except for junior and senior infant pupils who remain under the direct supervision of their parent or guardian at the front of the yard. No balls are permitted on the yard in the morning.

The Principal, Deputy, HSCL & AP1 are on the yard in the morning from 8:50-9.10. One teacher supervises the senior yard while the other three supervise the junior yard. Grass areas are out of bounds before 9.10am. If any of the four staff are absent, the remaining three will cover. If two are absent, the most senior AP2 will cover. If it is raining pupils are allowed to enter the building from 8:50am. Post holders supervise the corridors and entrances on wet mornings.

Parents and carers should not allow their children to attend St. Fiacc's Primary School outside of these hours. Families are encouraged to contact Graiguecullen Childcare Centre for more information about the before and after school care facilities available to our school community.

If a student arrives at school without direct supervision of a parent or guardian prior to 8.50am, and is not booked into Before School Care, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- Advise of the supervision arrangements before school
- Request that the parent/ carer make alternative arrangements.

If a student is not collected before supervision finishes at the end of the day, the student should go to the Administration Office. The principal or nominee staff member will consider whether it is appropriate to:

- Attempt to contact the parents/carers
- Attempt to contact the emergency contacts
- Place the student in an out of school hours care program at the parent/guardian's cost
- Contact the Police and/or the Child and Family Agency (Child Protection) to arrange for the supervision, care and protection of the student.
- Log late collection on Aladdin.

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In school Supervision

Supervision is provided during the following breaks.

- First break: 10:50 a.m. to 11.10 a.m.
- Lunch Break: 12.50 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 8:50am. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.10am. No pupils should arrive later than 9.05am.

Classes will end each day at 2:50pm. 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 2:50pm 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 2.50pm. 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.

Yard duty

All staff at St. Fiacc's Primary School are expected to assist with yard duty supervision and will be included in the weekly rosters.

The Deputy Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At St. Fiacc's Primary School, staff will be designated a specific yard duty area to supervise.

There will be 6 teachers on yard duty at any given time. There are two teachers on lobby duty.

Detention Duty

If there is only one child for detention, the Deputy will supervise the pupil in a visible area. Detention takes place only on Wednesdays. The child's parents must be informed in advance of detention using a school detention slip. The slip is returned to the Deputy Principal who then informs assigned teacher. Detention may not be used for completion of homework.

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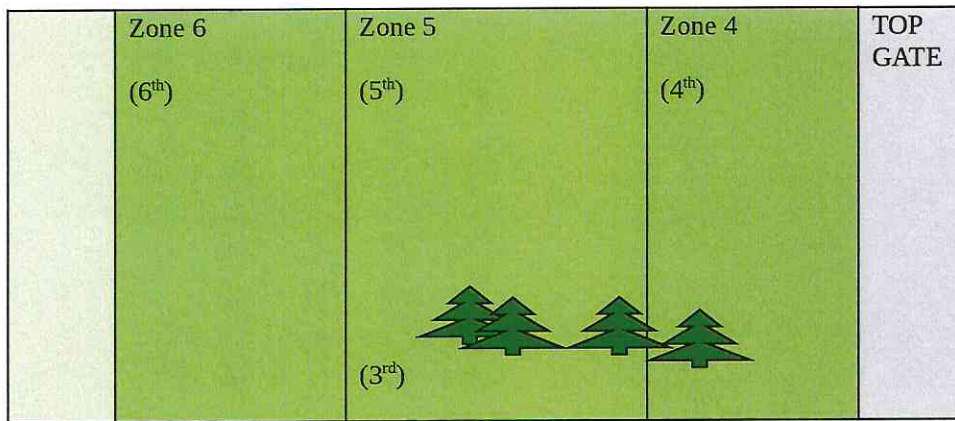
Defining the play area.

The play area comprises a Junior Yard, a Senior Yard, two grass areas and a large pitch. Pupils are advised to remain in these areas at all times.

During icy weather pupils remain indoors if the yard is deemed by principal/teacher on yard as too slippery. 5th - 6th will be on grass all year round unless conditions deteriorate.

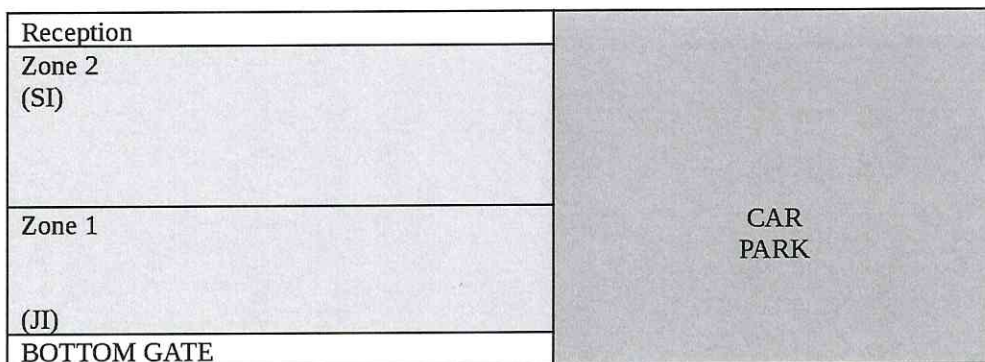
The designated yard duty areas are as follows:

Senior



Teachers 3/4/5/6: Zones 3-6

Junior



Teachers 1/2/ Zones 1-2

Teaching staff must wear their provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests should be kept in classrooms and accessible to any substitute teachers who may be taking rostered duty.

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During yard duty, supervising staff must:

- Be alert and vigilant; moving and scanning the designated zone
- Minimise conversation with other staff members unless in relation to an issue/incident in the yard
- Have children walk with you if you need to speak to them or they wish to speak to you
- Special Needs Assistants are engaged with a specific child or maintaining line-of-sight to intervene if required
- No food or drink to be taken out on yard duty excepting travel flasks.
- Staff are encouraged to take personal mobile phones on duty. HOWEVER they should only be used to contact the office in an emergency. No personal calls or browsing during active duty
- Minor misdemeanours should be dealt with by the yard duty teacher at the time they occur with an appropriate consequence
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the Code of Behaviour. Document extreme behaviour (Aladdin).
- Ensure that students who require first aid assistance receive it as soon as practicable. log any incidents as appropriate on First Aid Book and/or Aladdin.
- If being relieved of their yard duty shift by another staff member, ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the shift.
- Only small rubber balls are permitted on yard unless a station has been set up by the deputy.

If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange a swap with another staff member and inform the Deputy Principal. If a swap cannot be arranged contact the Deputy Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Deputy Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a staff member does not appear for yard duty, the staff member currently on duty should send a message to the office/Deputy Principal.

Should students require assistance during break or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Any staff member who notices an incident where intervention is required (e.g. student injured, fight) must intervene regardless of whether or not they are on rostered duty.

In the event of a downpour; Principal/Deputy/Assistant Principal will make the call. Postholders will immediately supervise designated areas.

Procedures.

Between 8.50 a.m. and 9.10 a.m. pupils must assemble outside the front school entrance before being led to their classes by staff at 9.10am.

When pupils are dismissed from class at 10.50 a.m. and 12.50pm 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.

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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. A copy of the accident report is handed to pupil's class teacher at the end of break.



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Accident/Incident Report Form

Date: / / Morning Break Lunch

Teacher on Yard Duty: _____

Pupil Name: _____

Nature of Injury

Abuse	Ear	Strain
Burn	Swollen	Swelling
Hit	Scrub	Other
Concussion/Seizure	Scald	

Body Part Injured

Head	Back	Shoulder
Eye	Chest	Arm
Ear	Leg	Wrist
Neck	Hand	Hand
Face	Ankle	Finger
Tooth	Tooth	Other

Description of Accident/Incident

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Action Taken

First Aid Administered?	Yes	No
Emergency Services contacted?	Yes	No
Parent/Guardian Notified?	Yes	No
Class Teacher Informed?	Yes	No

Please State Name: _____

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

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.

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.

Absent staff/sick pupils

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 off yard may be placed in the library if lobby becomes too busy.

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.

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Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the adjacent room if available to supervise their class. If that teacher is not available then contact a member of the Senior Management Team for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. No class should be left unattended or with SNA supervision. Class supervision cannot be delegated to an SNA, *Student teacher, parent helper, volunteer etc.

*Principal reserves the right to make the call in respect of the Student Teacher.

School activities and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities and tours. Appropriate supervision will be planned for special school activities and tours on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

The principal must ensure that students participating in excursions are appropriately supervised. Supervision can be provided by teachers, SNA's; trainee teachers; volunteer parents and specialist instructors. Our School Tours Policy provides minimum requirements for staff-student ratios. However, Principals should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:

- The experience, qualifications and skills of staff
- The age, maturity, physical characteristics and gender of the students
- The size of the group
- The nature and location of the tour and the activities to be undertaken

Prior to the commencement of the outing, the Principal must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students.

The supervision of students on an outing will include the following:

- Retaining copies of all confidential medical forms and permissions slips for each student who is participating in the outing.
- Regularly marking off the attendance of students – this may include at the beginning of the excursion, on the transport, and at each location and activity.
- Ensuring that the venue, transport and activities conducted adhere to H&S guidelines.
- Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards
- Ensure that students who require first aid assistance receive it as soon as practicable
- Ensure that risk management plans and emergency management plans are implemented as necessary

Incursions

- Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class.
- Visitors, speakers and instructors should not be responsible for supervising students on the school premises.

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.

Reference to other policies

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

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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 annually by the Principal and/or where the need arises.