



Dunboyne Junior Primary School

Mól an óige agus tiocfaidh sí
Praise the young and they will flourish

Supervision Policy

Introduction:

This policy was formulated in consultation with the staff, BoM and members of the Parents' Association of the school, originally in 2006, redrafted in 2010, 2014 and further updated in 2018 and May 2022. The knowledge of all involved, guideline resources available, in-service training and research was used to create this policy.

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care. Circular 29/03, under the heading Duty of Care, states that "Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities."

The purpose of Circular 33/2013 is to notify Boards of Management, Principals and Teachers of the amendments to the Supervision scheme to take effect from the beginning of the 2013/14 school year, arising from the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement). Compulsory Participation in the Supervision Scheme. With effect from the beginning of the 2013/14 school year, participation in the Supervision scheme is compulsory for all teachers.

Supervision of pupils in classes in their care is an integral part of a teacher's professional duties and contract of employment. Teachers accept that they have a duty of care over pupils during school hours. This concept has been further developed and clarified in case law, which states that the standard of care required of a teacher is "that of a reasonably prudent parent judged not in the context of their own home but in that of a school, in other words a person exhibiting the responsible, mental qualities of a prudent parent in the circumstances of school life." Legislation such as the Health Safety and Welfare at Work Act and relevant Court judgments have placed a "duty of care" and accountability on schools that must be underpinned by a policy covering all possible eventualities.

Relationship to the Characteristic Ethos of the School:

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

Aims and Objectives:

To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities

To observe and monitor behavioural patterns outside the confines of the classroom

To contribute to effective school management and comply with relevant legislation.

School Hours:

The school will open to receive pupils at 9.00 a.m. Children arrive from time to time at the school a considerable time before school opens and no supervision is in place. Apart from the inherent danger no responsibility is

accepted for pupils before that time. Classes will commence each day at **9.00 a.m.** Classes will end each day at **1.40 p.m.** for Junior and Senior Infants while 1st-2nd class pupils finish at **2.40 p.m.** Children who enter the school grounds before **9.00 a.m.** should line up in their class lines on the yard. No games are allowed during this time. We assume no responsibility before 9:00 a.m.

In the case of children travelling by the School Bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. Parents who feel that their children may need to be escorted in these circumstances should make arrangements to ensure that some escort is provided. Schools are not party to the School Transport System and the fact that the pupils are conveyed to or from school by bus does not impose any additional obligations on the school or teachers.

It is important that parents are aware that no arrangement exists for the supervision of their children who arrive at the school, whether by school bus or otherwise, before the official opening time. A similar situation arises in respect of pupils who remain after school hours awaiting collection by the school bus.

In situations where teachers voluntarily adopt the practice of escorting pupils to and from school or the bus, they could be held to be liable if, having established the practice, they fail to carry it out for any reason or fail to do so in a careful manner.

Collection/Dismissal:

Teachers are responsible for seeing their pupils off the premises each evening after the bell rings. It is the responsibility of parents/guardians to make arrangements for the collection of their children at 2.40 p.m. All infants must be collected from their respective yard line / school door at 1.40 p.m. sharp. Parents are requested to ensure the teacher has been made aware that the child is leaving and with whom if they are delayed.

The Staff and Board of Management cannot take responsibility for children's behaviour and safety outside the school gates after 2.40 p.m. At 1/2.40 p.m., class teachers will accompany their classes to their designated point of dismissal. In the event of a child not being collected on time, the child will proceed to the office. The secretary will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible. Contact details for parents are available to the secretary. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.

General Yard Supervision:

A rota for supervision is drawn up by a post holder in consultation with the Principal and staff and this rota is displayed on the staff room notice board. If parents indicate a medical concern about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily. Teachers on yard duty remain with the classes on yard until the class teacher returns promptly from break. Teachers taking an EPV day swap supervision duties with a colleague. If a teacher is unexpectedly absent their supervision partner will assume his/her duties in a reciprocal arrangement. If there is a substitute in place for an absent teacher due to be on duty, the substitute will take up this duty.

Morning Break:

Morning break begins at 11.00 a.m. and lasts until 11.20 a.m. Members of staff supervise the yard at this time. No child may enter the building without permission at this time. Each teacher collects his/her class from the yard once the bell rings. All Special Needs Assistants are on duty during lunch breaks. While these Assistants provide **individual supervision** for designated children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The school's Anti-bullying and Code of Behaviour policies covers incidents of misbehaviour. Each teacher collects his/her class from the yard once the bell rings.

Lunch Break:

Lunch break begins at 1.00 p.m. and lasts for twenty minutes. As a rule, all children eat their lunch for ten minutes prior to the break. No child may enter the building without permission at this time. All Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The school's Anti-bullying and Code of Behaviour policies covers incidents of misbehaviour. Each teacher collects his/her class from the yard once the bell rings. Two teachers are on duty in each yard and another in the courtyard at all times. Each yard is divided into two sections, with one teacher supervising in each section. The Principal and Deputy Principal float on both yards, when available.

Classroom:

The children are supervised at all times by the class teacher. If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments outside of teaching time. When visiting teachers such as P.E. or Music teachers take over a class, the school requires class teachers to maintain a presence as per Circular 20/2010. Neither SNAs nor pupils are left in sole charge of a class. Unless unavoidable, teachers never leave their classroom unsupervised and the "red card" is sent to the office.

Lunch Time on Extreme Weather Days:

On extreme weather days children eat in the classroom at break and lunch break, have some relaxing activities. The staff ensures children are seated and arrange appropriate activities. No child is allowed out of their designated area during these times. Staff members on duty patrol the rooms.

Corridor:

Pupils are expected to walk on the corridor at all times. When a whole class is in the corridor, coming in from the yard, before or after PE or at home time, they should be supervised by their teacher or another teacher. The corridor has clear markings directing pupils which side they should walk on.

School Tours/ Outings:

Taking into account the age and interest of the children and the curriculum being covered, school tours will be arranged by the school at various times to present the children with opportunities to further their education in a different environment. Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to road safety; behaviour on the bus, risks posed by particular venues (e.g., adventure playgrounds etc.) and injuries requiring First Aid. A First Aid kit and all prescribed medication as sanctioned by the Board of Management will be brought on tour. Adequate supervision is vital. Children will be more exuberant outside the confines of the school environment and consequently will be harder to control. Therefore, a greater level of supervision will be required than that which is required on the school premises.

Changing for Games/ P.E. / Swimming:

Pupils will be expected to dress and undress themselves for Games/ PE/ Swimming. Under no circumstances will members of staff be expected to or allowed to assist with dressing or undressing a child. Best practice in relation to the supervision, instruction and child safeguarding procedures outlined in 'Children First' will be adhered to consistently. Children in the Autism Class who have difficulty in dressing themselves will be assisted by a member of staff with parental consent.

At all times there must be adequate supervision of pupils. Appropriate action should be taken to ensure that reasonable protection is afforded to the children and staff members involved at all times. While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practical, a full record of the incident should be made and reported to the Principal and

parents. Children are transported by bus to and from the swimming pool with school staff. Parents making other arrangements for their child must do so in writing. The swimming instructor takes charge while children are in the pool.

Temporary Withdrawal:

On occasion, children will be withdrawn from the school for a short period of time. It is the responsibility of the parent to collect the child from the office and to return the child to the school afterwards, thereby ensuring continuity of care.

Parents are discouraged from leaving their children at the school gate and letting them return to class alone. Should children have to leave the school for any appointment (e.g. dental/Speech and Language session etc.) the class teacher must be informed in writing via Aladdin and they must be collected as stated above.

Religious Ceremonies:

The children of parents, who have a fundamental objection to their children attending Mass, will assemble in another classroom and will be supervised by a teacher.

Other considerations:

- A 24-hour personal accident insurance cover is available to all pupils.
- If pupils are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, choral work etc., written notification is sent to the parents in advance and a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the child's parents, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If a parent who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

This policy has been made available to school personnel and is otherwise readily accessible on request and provided to the Parents' Association, to the Department of Education and to the patron if requested. This policy and its implementation will be reviewed by the Board of Management regularly. Written notification that the review has been completed will be made available to school personnel, published on the school website and will be otherwise readily accessible to parents and pupils on request and provided to the Parents' Association.

This policy was reviewed and ratified by the Board of Management of Dunboyne Junior Primary School on 24th May 2022.



Fr. Patrick O'Connor

Chairperson.