

Glasnevin Educate Together National School,
Griffith Avenue, Glasnevin, Dublin 11



SUPERVISION POLICY

This Policy was revised in March 2018. It applies to all staff and children during school hours, break times and on all school related activities.

Rationale

Our aim is to provide a safe place for all the children in our care to learn and play. In Glasnevin Educate Together N.S., we make every effort to ensure that the children given into our care are adequately supervised. The rules for National Schools (121 (4) and 124 (1) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities. As teachers we accept the duty of care which devolves to us.

Rota and arrangements for the provision of supervision:

The Deputy Principal is responsible for drawing up and updating the Yard Supervision Rota, which is made known to each person on the rota. In the event of a planned teacher absence, the person arranges a swap with another teacher. In the event of an unplanned absence where possible a substitute teacher will cover the yard duty. Where a substitute is not available a volunteer colleague will assume his/her duties in a reciprocal arrangement. Substitute teachers and SNAs are provided with a welcome pack which includes details about supervision arrangements.

Arrival and Dismissal:

- The school will open to receive pupils at 8.40am. No responsibility is accepted for pupils arriving before that time. Early drop off is available with Stay and Play within the school grounds by prior arrangement. The school is not responsible for this service.

- Children will engage in classroom activities between 8:40 and 9:00. The bell rings at 9.00am. Classes will commence each day at 9.00am.
- Children arriving after this 9:00 will need to enter through the main door and to be signed in by their accompanying adult.
- The school gates and entrance doors will be closed at 9:00 by the secretary. All staff are responsible for closing entrances found open after this time. All visitors should be buzzed in and report to the secretary in the school office. Visitors must sign in and out of the Visitor Log in the main entrance.
- Classes will end each day at 1.20pm (infants) and 2.20pm (all other classes). Teachers ensure an orderly dismissal and that all classrooms are vacated at this time.
- Infant classes are collected from their classroom doors.
- All other classes are dismissed through the front door or from the yard.
- Children should be collected and/or leave promptly at dismissal time as the school cannot accept responsibility for the supervision of children after that time.
- Siblings and other children arriving with Parent/Guardians/minders at this time are the sole responsibility of those Parent/Guardians/minders.

Yard Time

- During break time one teacher supervises each yard. There is additional SNA supervision on each yard also.
- The rules for the yard are revised and reviewed regularly and are well known and repeated often to the children. All classes have copies of the relevant rules. A behavioural plan is in operation in our school, see Positive Code of Behaviour Policy.
- The teachers and SNAs on yard duty remain with classes until they have all been picked up by their own teacher. Teachers returning from break should do so in a timely fashion.
- Children with injuries/complaints are dealt with by the SNAs on yard duty and referred to the teacher.
- First Aid boxes and Accident Report sheets are kept as a matter of procedure (See Accident and Injury Policy). All small accidents are noted by the SNA. Where there is an injury involved this is noted in the Accident Report Book by the teacher on duty including witness statements and given to the principal.

- The principal is notified of all head injuries and Parent/Guardians are notified of same, with the option to collect the child if this is deemed necessary.
- Incidents of notable misbehaviour are written in the behaviour log book. Occasionally staff are requested to monitor particular children/groups in the yard to ensure inclusion, as part of our Anti Bullying Policy. Any incidents of bullying are dealt with in line with this policy.
- Toilets on the yard: children must request to use the toilet from the teacher on duty. A card system is in place to ensure that only one child at a time uses the toilet.
- On wet days a rota of teachers and SNAs is set up to provide adequate cover for the pupils in their classrooms. Children must remain in their seats at this time and may eat their lunch and take part in quiet/calm activities at their table. Suitable ICT resources may be used, such as storylineonline (books read aloud), TG4 Cula4 children's Irish language programming, storybooks/songs/rhymes online and News2Day (RTE youth programme).

School Trips and Outings

- See School Trips Policy, Swimming Policy

Extracurricular Activities

- See Extracurricular Activities Policy

Ratified by the Board of Management on: _____

Signed:

Chairperson, Board of Management

Reviewed September 2010

Reviewed November 2012

Reviewed May 2015

Reviewed September 2015

Reviewed March 2018