



Supervision Policy

Milford National School, Castletroy, Co Limerick.

Rationale

Our aim is to provide a safe place for all the children in our care to learn and play. As a staff, we accept the duty of care which devolves to us. In Milford N.S. we make every effort to ensure that the children given into our care are adequately supervised.

Supervision of pupils is by far the most difficult problem facing schools and teachers today,

with the degree of supervision required varying with the circumstances and the ages of the children. The measure of duty placed on the teacher is to “take such care of his/her pupils as a careful parent would of his/her children” (*“in loco parentis”*).

While careful supervision is undertaken at all times during the school day, it is important that you are aware that no arrangements exist for the supervision of pupils who arrive at the school well before the school is open or who remain in the vicinity of the school after school hours awaiting collection.

Role and Responsibilities

1. The school Principal is responsible for drawing up and updating the Supervision Rota.
2. The effective supervision of pupils during breaks and lunch periods is undertaken by the teachers and Principal. (SNAs have responsibility for designated pupils at these breaks also)
3. Effective supervision of the pupils must be maintained by all teachers and SNAs during assembly and dismissal.
4. If a teacher has to leave a classroom for any reason she/he informs the teacher next door and arranges for the supervision of his/her class.
5. In the event of a non-substitutable teacher absence the class will be divided among the other classes in the school.
6. In the event of a field trip (nature walk, swimming, match, trip to UL) pupils do not engage with unknown adults
7. Teachers supervising at break-times are expected to ensure that the pupils
 - Do not run in the corridors or school-yard
 - Do not enter the building without permission
 - Are not disorderly
 - Do not leave the school premises
 - Line up in a proper manner for their appropriate classes
 - Comply with school and yard rules
 - Do not engage with unknown adults or pedestrians passing through the church car park playground
8. When the bell sounds teachers collect their classes from the yard and bring them to their classrooms.
9. Teachers are not responsible for children on the way to or from school or for those children on school property, unsupervised by a teacher or a designated adult authorised by the school authorities, outside of school hours.
10. When school is over, teachers are required to assist with the orderly dismissal of the pupils.
11. Parents of children in infant classes should collect their children from assigned area in courtyard or front of the school where teacher and class will be waiting.
12. Dismissal of children from other classes will be supervised by teacher and SNA, if applicable.
13. The teachers and SNAs at the university end of the school should convey their classes to the playground area and oversee their departure until the pupils reach the teachers on duty at the far end.
14. Religious Ceremonies: Parents who have a fundamental objection to their children attending Mass are advised to collect their children ten minutes before such ceremonies commence.

Policy Statement

Timetabling for yard supervision is on a daily rota. The teachers, SNAs and Principal are organised into groups who supervise at break-times, four teachers and five SNAs on yard-duty and a teacher to supervise the detention/medical room. One teacher also facilitates the dismissal of classes by supervising children arriving in the playground. The teachers on yard duty remain with classes until they have all been picked up by their own teacher.

On wet days the same rostered teachers and SNAs supervise the classrooms and corridors (directions regarding the supervision areas are clearly outlined on the supervision rota time-table). Yard Rules are revised and reviewed regularly and are repeated often to the children. All classes have copies of the relevant rules. The following procedures apply to lunchtime supervision:

- The person on yard duty remains with classes until their teachers return to class.
- Teachers on yard-duty supervise the yards to ensure the safety and good behaviour of the pupils.
- Teachers will bring to the attention of the Safety Representative (Principal) any matter requiring corrective action.
- The teacher in detention/medical room is responsible for supervision of children who were deprived of their play-time as a sanction for a misdemeanour. They are also responsible for looking after children who are ill, who suffer from minor injuries (cuts, bruises, etc) during break-time. Serious accidents which occur in the yard should be recorded in the Accident Book by the teacher on yard duty.
- All serious accidents should be reported to (a) class teacher (b) Principal (c) recorded in medical book
- Serious misdemeanours during break are corrected and the offender may be asked to stand out until the class teacher is informed.
- In the event of a planned absence the person arranges for the next person on the rota to swap supervision duties. In the event of an unplanned absence the Principal/Deputy Principal arranges for the next teacher on the rota to swap supervise duty with the absent teacher. On return to school the teacher who was absent will arrange to make up the missed duty with the teacher who filled in. If leave is substituted the substitute will replace absent teacher on yard rota, if rostered for that day.

The school will open to receive pupils at 8.50 a.m. No responsibility is accepted for pupils arriving before that time. The bell rings at 8.55 a.m. Classes will commence each day at 9.00 a.m. Classes will end each day at 1.40 p.m. (infants) and 2.40 p.m. (all other classes). Teachers ensure an orderly dismissal and that all classrooms are vacated at this time. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school and the person to escort them should be at the school not later than 1.40 p.m. (infants) and 2.40 p.m. (all other classes), as the school cannot accept responsibility for the supervision of children after that time.

Student Teachers and Work Experience Personnel

Class teachers are responsible for the supervision and oversight of the children in their class at all times. Student teachers and work experience personnel will not be left in sole charge of the pupils.

Teacher Absences

In the event of a teacher's absence due to sickness or other reason, the following will apply:

- With effect from 1st January 2009 substitute cover is not provided for the first day of an absence of a teacher on uncertified sick leave in a school, therefore the class will be divided between other classes.
- In the event that two or more teachers in a school are absent substitute cover will be provided on the first day for the second and subsequent teachers who are absent.
- Substitute cover will be provided for any absent teacher on the second and subsequent days.

Communication, Monitoring and Review

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Milford National School, it will be reviewed initially after one year and then every three years, unless there is a compelling reason to review it earlier.

Ratified by the Board of Management, Milford National School, Castletroy, Co. Limerick

Scheduled for review _____

Signed _____

Date 21/03/2018

Chairperson