



## Caherline National School Supervision Policy

### Supervision

The Principal, is responsible for drawing up and updating the Supervision Rota. In the event of a planned absence the person that will be absent arranges for the next person on the rota to swap supervision duties. In the event of an unplanned absence the principal will arrange for the next person on the rota to supervise.

### Policy Statement

During break time two teachers (as per yard duty rota) will supervise the yard, except for the first 10 minutes of lunch, the principal will supervise this every day. All SNA's supervise the yard during lunch and break (Currently 6). On wet days all classrooms are supervised by an SNA or teacher. If a teacher has to leave a classroom, they will leave the class SNA to supervise the class. The principal will be made aware of an extended period of absence (greater than 10 minutes) before this happens.

The rules of the yard are reviewed regularly and are well known and repeated often to the children. An outdoor bell will ring to signal the end of break at the appropriate time. Senior pupils will be given the opportunity to be helpers on the junior yards. Play ceases in response to the first bell with the children 'freezing'. On the second bell the children proceed to their line. All pupils line up at a designated area on the yard at the beginning of the school day, at the end of break time and at the end of lunch time.

The school will open to receive pupils at 8:50am. No responsibility is accepted for pupils arriving before that time. The bell rings at 9am. Classes will commence each day at 9am. Classes will end each day at 1:40pm (infants) and 2:40pm (all other classes). Teachers will ensure an orderly dismissal and that all classrooms are vacated at this time. Parents/guardians of the Infant classes collect their children on the basketball court at 1:40pm. The children must stand on an allocated line and are to only be allowed leave this line when their parent/guardian takes them from the line by the hand. Class teachers and class SNA's are to over see this operation. The teachers on yard duty and the SNA's supervise their allocated gate from 2:40 until 2:50. The school does not accept responsibility for the supervision of the children after this time.

## **Yard Supervision and Procedures**

The following are guidelines on yard supervision procedures and related matters: All areas of the yard should be supervised by a member of staff at all times and under no circumstances should pupils be left unsupervised. Staff are not allowed to use their phones while on yard duty. All supervising staff have designated areas of supervision. Staff that are supervising yard must be punctual. Classes are allocated play areas to make this supervision easier and more effective. All pupils must play in their designated area during break times.

A yard duty rota is circulated to all staff at the beginning of the school year and is also on display in the staff room. This may be adjusted as needed. Children are not allowed to remain in classrooms during break times except on days when weather prevents outdoor activity.

Children are not permitted to:

- Engage in boisterous behaviour, rough play or dangerous games
- Leave the yard without the permission of the teacher on duty

If a child disobeys school rules they may be withdrawn from their classmates and forfeit part of play time in a designated area outside. Play ceases in response to the first bell with the children 'freezing'. On the second bell the children walk to their line.

### **Injury**

In the event of a minor injury the child is escorted to the Reception area to be treated by the SNA/ teacher on duty or the school secretary. In the event of a serious injury, the class teacher is sent for to attend to the child. Details of such injuries, including date, time, location, nature of the incident and action taken should be recorded in the incident book. Parents/guardians should be informed immediately and where contact cannot be made, qualified medical treatment should be sought for the child where necessary. If a child sustains a head injury then their parents are called immediately. The school secretary or class teacher will phone parents of pupils that are feeling sick or pupils that say they are in pain.

### **Toilet Use During Break**

If a pupil needs to use the toilet during break times, he/she must obtain permission from a staff member on duty. Junior infants will use the toilets in the detached classroom and all other classes must use the toilets off the main reception area only.

### **Review and ratification**

This policy will be reviewed and ratified regularly by the Board of Management, following consultation with the school staff and all in the school community, in the light of any new legislation or other relevant indicators.