



RAHEEN NATIONAL SCHOOL
Raheen, Clonroche, Enniscorthy, Co. Wexford. Y21 E129
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Supervision Policy

Introduction

This policy applies to all staff of Raheen National School and all pupils in the school during school hours, break times, and on all school related activities.

Rationale

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. Legislation such as the Health Safety and Welfare at Work Act place a “duty of care” and an accountability on our school 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 Procedures

Morning – Arrival of Pupils

- The school does not accept responsibility for pupils dropped off earlier than 9.10am □ The school is opened for the reception of pupils at 9.10a.m.
- The children, at this time, will enter the school as follows:
 1. Junior and Senior Infants through their classroom fire escape door.
 2. Senior Infants, First class, Third and Fourth class through the door under the canopy.
 3. Second Class through the front door.
 4. Fourth and Fifth class through their fire escape door at the rear of the school.
 5. Fifth and Sixth class through their fire escape door at the rear of the school.
- A teacher remains at the main entrance supervising the pupils as they enter the school.
- An SNA retrieves the pupils from the bus upon its arrival and walk them inside the school grounds.
- Pupils leave their belongings in their relevant classrooms and go the yard through the main corridor for the morning walk (4th, 5th and 6th through their fire exits). A minimum of three staff members will be supervising the morning walk. The SNA's accompany their charges to their classroom and the morning walk.

- At 9.20a.m the bell rings, pupils line up in class groupings and return to their classrooms with the class teacher.

Break and Lunch time

- It is the policy of the school to supervise at all times during regular lunch breaks i.e. 11.00 to 11.10am, 12.30pm to 1.00pm. in the classrooms and in the school yard.
- A post holder in consultation with Principal/staff draws up a Rota for supervision and this Rota is displayed on the staff room notice board. Each member of staff has a copy of this timetable also. Two members of staff supervise the yard at each break time.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- If parents indicate a worry 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 until the class teacher returns from break. All teachers are asked to be punctual after breaks.
- If children must remain indoors due to inclement weather, they remain seated in their classrooms. An activity is provided for them e.g. movies, cards. The timetabled teachers will supervise the various classroom. The SNA's will remain in the Junior classrooms.
- Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a colleague assumes his/her duties in a reciprocal arrangement.
- All Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty.
- In the event of a more serious incident – the supervising teacher brings the injured child in to the school, if possible, and if it is safe to move them. This teacher informs the Principal and parents are notified.
- During this time another teacher assumes supervision duties in the classrooms/ yard.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy).

Afternoon – Dismissal of Pupils

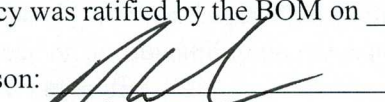
- Junior and Senior infants depart the school at 2pm.
- They exit through the fire escape of the infant room and the doorway under the canopy.
- Children attending after school services line up along the ramp.
- The remaining children stay with the class teacher until they identify who is collecting them.
- At 2.55pm the bell rings for those children using the bus.
- They depart the classroom, and an SNA will receive them at the bus where a roll call takes place. Once all pupils are present, they board the bus. 6th class prefects supervise behaviour on the bus and report any incidents to the relevant teachers.
- The remaining pupils in the school are dismissed at 3pm through the above-mentioned doorways.
- Children attending after school services line up in the school shelter.

- If children remain uncollected after 3.00p.m the school always ensures that a duty of care is provided until a parent/guardian arrives.

Special Provisions

1. On out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 10 children with individual teachers in charge of specific groups.
2. If a teacher is called from his/her classroom another member of staff may be released to cover. However, it is school policy to request parents to make appointments.
3. On wet days children remain in their classes under the normal supervision Rota.
4. The school Safety Statement lists all hazards on the schoolyard and this document is available to all supervisors.

This policy was ratified by the BOM on 27/09/23

Chairperson: 

Principal: Sarah Browne