



**Greystones Community National School**

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## **Greystones CNS Supervision Policy 2017-18**

This Policy was formulated in January 2016 after consultation with all staff members. It applies to all staff and children 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 Health and Safety and Welfare at Work Act and recent Court judgements have placed a “duty of care” and an accountability on schools.

The extent of the teachers “duty of care” is to take such care of his/her pupils as a careful parent would of his/her children. This legal principle is known as ‘in loco parentis’. The degree of supervision required of the teacher will vary with the circumstances and especially the age of the child.

A higher standard of care is required for very young children and the law holds children of very tender years incapable of contributory negligence.

### **Relationship to the characteristic ethos of the school.**

This policy is in keeping with Greystones Community National School’s ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

### **Aims**

The aims of this policy are:

- To develop a framework that effectively ensures, as far as is practicable, the safety of children in the classroom, on the school corridor, while at play on the yard or while engaged in school related activities.
- To contribute to effective school management and comply with relevant legislation.

### **School Procedures**

#### **1. Classroom**

A teacher should be present in the classroom at all times. If the class teacher needs to leave his/her classroom, another teacher or partner teacher should be asked to supervise. An SNA should not be asked

to supervise a class except in an emergency and for as short a time as possible. Supervision is provided from 8.45am when the gates are opened in the morning and until the last child leaves the school premises after school. Teachers will collect their children from their designated class line at 8.45am.

Parents are informed that the school takes no responsibility for children before 8.45am or after release from their teacher.

Children should not be sent unaccompanied around the school for any reason. Send for a second adult (non-teaching staff) if you do not have an SNA allocated to your class. Super Walks, Messages etc must be accompanied by an adult. If you do not have a second adult present text/call the secretary if you need something from the office – do not send children. In an **emergency situation only** 2 children can be sent to the nearest class with a second adult or the office.

## **2. Yard**

It is the policy of the school to supervise the school yard at all times during small and big break. Children must be walked from their classrooms to the yard at break times. No class should be in the school yard unsupervised at these times. If the teacher on yard duty is late, then the class teacher should stay with his/her class until the teacher on yard duty is on the yard. It is the responsibility of the supervising teacher to bring their children to the yard for both breaks.

At the end of each break, the teacher on yard duty should remain on the yard until all the classes have been collected by their class teachers. Teachers should make their way to collect their class as quickly as possible when the classes line up.

If a child is injured on yard then the First Aider will treat them and record in the Yard Book. Under no circumstances, should the teacher on yard duty leave the yard as the children are effectively unsupervised if this happens. If a child needs to use the toilet they must be sent to the nearest classroom in line of sight.

Teachers do not bring hot drinks to the yard.

Rules of the school yard are reviewed and revised continually and communicated to children regularly.

## **3. Outdoor Activities (eg PE)**

**Children are not allowed to walk around the school site unaccompanied/ out of sight of a supervising adult.** If a child needs to use the toilet they must be sent to the nearest classroom in line of sight.

In an **emergency situation only** 2 children can be sent to the nearest class for an adult.

## **Wet Days**

If it is too wet for the children to go to the yard, they remain in their classrooms and the class teacher should organise activities/work for the rest of the time. We will endeavor to have an adult in each class

or if not possible the adults on duty will rotate regularly between classes.

### **Other Important Issues**

Please see EPV policy for arrangements on EPV days. If a substitute is covering for a teacher they will do playground duty if that teacher was named for duty on that day. If a staff member is ill and miss their duty a rota will be in place for people to take turns to cover for that person.

All Special Needs Assistants are on duty during breaks. 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 schools anti-bullying/code of behaviour policy covers incidents of misbehaviour.

First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy).

At end of day children are escorted to their collection point by their class teacher who should remain with his/her class until they are all collected by only those nominated to collect and familiar to the teacher. If children remain uncollected after 1.25/2.25p.m. the school ensures that supervision is provided until a parent/guardian collects.

### **After School Activities**

Teachers running after school activities assume responsibility for students as soon as is possible.

Until then, they remain under the supervision of their class teacher.

Another staff member will remain on the school grounds while an after school activity is taking place and until all the children have been collected. All contact details can be accessed on Aladdin

### **Special Provisions**

On out of school activities such as games, swimming, school bus, adequate levels of supervision are put in place. The level of supervision is usually one adult per 15 children but can vary depending on the level of needs and the age of the class.

Parents (or others) assisting with supervision will be vetted and always accompanied by a teacher.

If a teacher is called from his/her classroom to meet with a parent, another member of staff will be released to cover.

When external teachers (Music, GAA, Rugby, Student Teachers) come to take a class, the class teacher is always present.

Contractors/Visitors to the school during the school day, who are not vetted, must be accompanied by a member of staff at all times.

### **Success Criteria**

Ensuring a safe environment for all children.

Providing well organised and safe out of school activities.

**Review**

This Policy will be reviewed on an annual basis.

**Implementation**

This Policy was ratified by the Board of Management on \_\_\_\_\_ and circulated to all staff.

It will be implemented from 13<sup>th</sup> March 2018.

Signed: \_\_\_\_\_ (Chairperson)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Principal)

Date: \_\_\_\_\_