

St. Attracta's National School

Ballaghaderreen

19980S



Supervision

Policy

Ratified by Board of Management on 4th October 2018.

Rationale

Our aim is to provide a safe place for all the children in our care to learn and play. As teachers, we accept the duty of care which devolves to us. Organised supervision is of critical importance to ensuring the safety of pupils within the parameters of reasonable care.

Roles and Responsibilities

A designated post holder is responsible for the monthly Supervision Schedule. Every staff member is provided with a copy of the Supervision Schedule. In the event of a planned absence, the teacher arranges cover from a colleague. In the event of an unplanned absence the designated post holder arranges supervision.

Supervision Arrangements

1. Morning supervision rota from 9.05-9.15am (assembly time). Class begins at 9.20am.

- From 9.05 to 9.15am – children make way to classrooms. Supervised by designated staff according to agreed rota. Before class teacher arrives children in a routine of knowing what to do before class begins e.g., reading, busy sheets, revision activities, handwriting practice
- From 9.15am at the latest, class teacher to be present in the classroom.

2. Break time supervision rota revised weekly and provided to all staff members.

Breaks:

- Class teacher / designated supervising teacher walk class to the yard. Class teacher collects their class from the yard line after break.

First Aid procedure

- Every class is provided with a first aid kit. Take the kit to the yard at every break time.
- When an incident occurs, supervising teacher in that yard gives the child attention.
- If the matter is judged as serious, nearby SNA to bring the injured child to the office. Secretary to be informed and she will contact designated postholder who will take over. Parent will be contacted.
- After a serious incident, record the details in on Aladdin.

Behaviour management

- Follow the steps set out in the Code of Behaviour.
- Teachers regularly remind their class to use low voices when walking on the stairs and along the corridors; to respect other children when playing in the yard/classroom; and to immediately report incidents in the yard/classroom where another child has made them feel uncomfortable by unwanted behaviour.

3. End of the school day supervision - 2.00pm for Infants and 3.00pm for other classes.

- Teachers of infant classes hand the children over to their parents at the designated doors.
- Teachers of other classes walk their classes to the designated gates.
In the event of a delay by a parent/guardian when collecting a child/ren OR when child/ren is to be collected by a person other than the normal arrangement, parents must inform the school secretary by phone earlier that day.

