

**Supervision Policy**

**2015+**

**Board of Management Scoil Bhríde Nurney**

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**Scoil Bhríde**

**Supervision Policy**

**Introduction**

This policy was originally formulated in January 2015. 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 the Health Safety and Welfare at Work Act and recent Court judgments have placed a “duty of care” and accountability on schools 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**

* All teachers are obliged to partake in supervision duties. It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00am to 11.15am, 12.30pm to 1.00pm. Class Teachers assume a duty of care at 9.20am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.20am. This is done without prejudice, as the school does not officially take responsibility for children before admission time at 9.20a.m.

**“The school will open to receive pupils at the hour of 9.10 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.20 a.m. No pupils should arrive later than 9.20 a.m.”**

* Class teachers do not assume a duty of care until 9.20am. Formal instruction of the primary curriculum and official school start time does not begin till 9.20am as school teaching staff do not begin formal instruction/work before that time, therefore anything before that time has no educational significance it is just for arrival and assembly (Just as much as going home time has no educational significance it is just for departing and dismissal). Please remember 9.10am to 9.20am is not part of the official school day. It is only a 10 minute ‘drop and go’ facility provided by the Board of Management for (a) parents/guardians who have but no choice to drop their children to school before school officially starts as they have to leave or (b) children who arrive on the school bus transport scheme before School officially starts. Please remember School only officially starts at 9.20am.
* Schools are not party to the School Transport System *(this is a private paid contract between parents and their service provider)* and the fact that the pupils are conveyed to or from school by bus does not impose any additional obligations on the school or teachers. No arrangement exists for the supervision of pupils who arrive at the school, whether by school bus or otherwise, before the official opening time.
* Once a pupil enters the school building at the official school starting time of 9.20am the class teachers are in loco parentis and thus primarily responsible for the child’s health, safety and welfare. Parents and guardians, however, must take specific responsibility for their other children (non-pupils e.g. toddlers etc.), especially young children, accompanying them in the school and its environs. For this reason non-pupils are not allowed in the school yard from 9.10am as it is not the responsibility of school staff or pupils (even if siblings) to supervise them. In the interests of health and safety, child protection and school insurance, responsibility for other children (non-pupils e.g. toddlers etc.), especially young children must occur outside the school building and school yard.
* A Rota for supervision is drawn up by the Principal in consultation with staff and this Rota is displayed on the staff room notice board.
* 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. Teachers taking a course day or on non-substitutable CPD can swap supervision duties with a willing colleague. If a teacher is absent a volunteer colleague or substitute, where appropriate, will assume his/her duties.
* On occasions other adults (e.g. SNAs, work experience) may be on duty during lunch breaks. While these adults may be providing supervision for Special Needs children or gaining work experience, 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. Children are not permitted to report directly to the staff room if there is an incident on the yard
* First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is serious injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone. Parents have a duty to keep their contact details up to date.
* At all other times each teacher is responsible for the supervision of all children under their care.
* *When there is no adverse weather in the morning (e.g. rain), as far as is reasonably possible the Principal and another teacher supervise the playground for the ten minutes preceding admission time each day. If the blue playground is frozen over the infant classes are supervised by a teacher inside of the school building for the ten minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time at 9.20a.m.*
* *When there is adverse weather in the morning (e.g. rain), as far as is reasonably possible the Principal and all teaching staff present supervise the inside of the school building for the ten minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time at 9.20a.m.*
* *Whether there is adverse weather or no adverse weather, no pupil is allowed access to the school building prior to 9.10am as there is no supervision before this time.*
* At dismissal time in the evening the Principal supervises the outside of the school to see children safely off the premises. No supervision is provided outside the school gate.

**“Classes will end each day at 2pm for infant classes and 3pm for 1st to 6th class. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school not later than 2pm in the case of infants and 3pm in the case of 1st to 6th class, as the school cannot accept responsibility for looking after the children after that time.”**

* Schools are not party to the School Transport System *(this is a private paid contract between parents and their service provider)* and the fact that the pupils are conveyed to or from school by bus does not impose any additional obligations on the school or teachers. No arrangement exists for the supervision of pupils who remain after school hours awaiting collection, whether by school bus or otherwise.
* Unless unavoidable, teachers should never leave their classroom unsupervised.
* Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher, where the relevant teacher deems it appropriate.

**Special Provisions**

1. In relation to out of school activities such as games, swimming, tours etc., supervision levels are calculated taking the following factors into consideration

* Age and maturity of pupils involved
* Availability of alternative adult supervision e.g. parents, SNAs
* The length of the outing
* Activities to be engaged in
* Supervision levels for the remaining school population

1. If a teacher is called from his/her classroom to meet with a parent or visitor, another member of staff may be released to cover. However, it is school policy to request parents and visitors to make appointments (See School Safety Statement)
2. On wet days children remain in their classes under the normal supervision Rota.
3. In the event of a teacher being absent and no substitution cover is available the teachers class will be split amongst the other class teachers and they will be given work to do. Parents are not informed when a teacher is absent. In the event of an SNA being absent and no substitution cover is available the parents will be informed in a timely manner where the absence is planned or in a timely manner as is reasonably possible where the absence is not planned. The options available to parents in such a case will be as follows:

* Withdraw the child from school on the day in question or part there of as appropriate (The pupil will be marked in as ‘present’ on the roll)
* Accept reduced and limited SNA access **if possible** depending on the care needs of the child in question and/or their normal daily SNA access requirement
* Be available themselves to attend the school so that the care needs of the child in question are fully met, on the day in question

1. The SNAs in Scoil Bhríde Nurney are not assigned to an individual child but rather to the school as a whole. However, from 9.10am and at break times, each SNA (or another SNA if the assigned person is not available) may have direct responsibility for a particular child, if resources allow. Priority will be given to those with the greatest primary care need. School management will endeavour to utilise, in as much as is reasonably possible, the SNA resources at its disposal where, after consultation, it sees the greater need. However in the case of ‘shared SNA access’ i.e. where there is a demand (or disputed demand) to share an SNA resource between more than one child at break times or from 9.10am and management, after consultation, is unable to assign the SNA resource to one particular child, the SNA resource will remain inside at break times and from 9.10am, with the children, to allow for more effective supervision.
2. When visiting coaches/ volunteers take a class, such as P.E., Music, Language etc., the school encourages teachers to maintain a presence. Unless unavoidable, volunteers should not be left alone with children at any stage, provided a teacher who has been vetted is present at all times. All people (including volunteers/external paid coaches/transition year students/work experience students/teacher practice students) working with children in a mentoring, coaching or teaching capacity must be Garda Vetted. This is in with keeping with current mandatory guidelines (legal, insurance etc.).
3. The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
4. Detention – children who are on detention for break should remain in the library/principal’s office/corridor outside staff room, where they can be supervised by the Principal/school staff
5. Collection during school hours – parents may request that their children be allowed leave during the school day due to health commitments or misc. etc The following procedures are applicable:
   * 1. Verbal or written permission should be sought from the class teacher giving the reason for withdrawl
     2. The parent/guardian signs the child out in the attendance book supplied in school reception
     3. If child returns then the parent/guardian signs time of return in the attendance book supplied in school reception
     4. Written parent/guardian permission must be provided if a child is to leave the school premises with a person other than their parent/guardian.

**Supervising Sick/Medical Needs Children Policy**

**Scoil Bhríde Nurney does not have a ‘sick/medical needs’ bay facility**

For supervision and insurance reasons, the school cannot facilitate ill/medical need children staying in at break times or from 9.10am. Scoil Bhríde does not have the adult capacity to supervise ill/medical needs children staying in a break times or from 9.10am. Under health and safety guidelines, pupils cannot stay in during break times or from 9.10am unsupervised.

However the school office/principal’s office/library may be used at the discretion of the most senior member of staff to facilitate (for insurance, health and safety and child welfare reasons) pupils staying in at break times or from 9.10am that have a recent medically signed off/approved condition (e.g. broken limbs, stitching, cold urticaria). Any such request must be put in writing to the school’s Board of Management using the letter in **Appendix 2**.

Any other special requests regarding supervision during break times or from 9.10am must be put in writing to the Board of Management. The Board of management has the final say regarding whether such other special requests regarding supervision can be granted or not.

**Responsibility of Parents/ Guardians – When children should be kept at home**

***It is the policy of Scoil Bhríde Nurney that children who have short term illnesses, such as colds and influenza, should not be in school.***

**If your child is sick they should remain at home. If a child is well enough to come to school then they will be expected/told to go outside at break times or from 9.10am.**

In the case of your child not having a medically signed off/approved condition and you wish to have your child stay in a break times or from 9.10am your two options are to remove your child from the school for the duration of the breaks and place them under your care or sit with your child in the school on each of the breaks.

Parents/Guardians are asked **not** to send their child/ren to school if any of the following apply:

* The child has symptoms of an infectious illness that is mentioned in the list of ‘Common Ailments requiring Pupils to Stay at Home’ at the back of this policy (**Appendix 1)** or in HSE Publication: ‘Management of Infectious Diseases in School – 2014’, Chapter 9.
* The child does not feel well enough to participate in **all** of the school’s daily activities (including recreation periods)
* The child requires more care than the classroom team is able to provide without affecting the health, safety and schoolwork of the other pupils.
* If antibiotics are prescribed for a contagious illness or infection, the child should not attend school until 24 hours after treatment has begun and must be showing signs of improvement.
* If head lice or ringworm is noticed, the child may not come to school until treatment has begun. If a child has been sent to school and is clearly unwell, as described above, a parent or guardian will be asked to collect him/ her from school as soon as possible.

**Pupil Absence - Informing the school**

The parent/ guardian must contact the school in writing, stating the reason for the child’s absence.

This is very important for the following reasons:

* If a child has an illness which is recognised by HSE as an infectious disease, staff, other parents/guardians or the authorities may need to be notified. It is vital that information about an infectious disease is passed to the school as soon as possible.
* National Educational Welfare Board requires the reason for absence to be recorded
* Child absences may affect how staff members are assigned during the school day.

**Returning to school**

A pupil who has an infectious ailment, e.g. diarrhea, vomiting, heavy cold, should remain at home until they are no longer infectious. The length of time before return will depend on the ailment and on the treatment. Guidelines in **Appendix 1** at the back of this policy, or in ‘Management of Infectious Diseases in School’ (Chapter 9), should be followed. For some infectious diseases, the school may require a doctor’s ‘fitness to return’ note before the child is allowed to come back to school.

**Collecting child when ill**

If your child gets sick in school, they will be supervised in the school office/principal’s office/classroom/library until they are collected by parent(s)/guardian(s)

Pupils may be sent to the school office/principal’s office/classroom/library for the following reasons:

* Illness occurring during class, recess or lunch times
* An accident during a lesson, in or out of the classroom
* An accident in the playground
* Requiring a change of clothing
* Administer own medication or procedure e.g. insulin, catheter check
* To be given prescribed medication by a Staff member, as instructed by parent

If the school contacts a parent/ guardian to say that their child has been examined and is not well enough to be at school, or travel home on school transport the parent/ guardian must arrange to collect the child as soon as possible. This is primarily for the well-being of the child who is unwell. In the case of infectious diseases, it is also very important for the well-being of the other pupils and the school staff. Classroom staff will aim to keep the child as comfortable as possible while waiting for a parent/ guardian to arrive.

**Appendix 1** [SCOIL BHRÍDE NURNEY]

**Common Ailments requiring Children to Stay at Home or to Visit GP**

* CHICKEN POX: The child should not attend school until all scabs are dry and crusted. This is usually 5-7 days after appearance of rash.
* DIARRHOEA: When your child has had diarrhoea due to infection, he/ she should only return to school once 48 hours have passed following the last loose bowel movement. For example, if your child has his/her last loose bowel movement at 11 am on Sunday morning, he/she cannot return to school until Wednesday morning.
* VOMITING: As in the case of diarrhoea, the child should remain at home until 48 hours have passed since last episode of vomiting due to infection.
* FEVER: The normal body temperature is 36.5 to 37.2 C. If the child develops a temperature, she/he should remain at home until 24 hours after the fever has passed.
* HEAVY COLD SYMPTOMS OR FLU LIKE SYMPTOMS: e.g. large amount of yellow green nasal discharge, sleepiness, ear pain and/or fever. The child should be kept at home until these have subsided and the he/ she is able to participate in the normal school curriculum.
* MILD COLD SYMPTOMS: If a child’s mild cold symptoms would prevent him/ her from participating in normal school curriculum, e.g. significant weariness at onset, streaming watery discharge from nose, persistent cough, he/ she should be kept at home.
* CONJUNCTIVITIS: inflammation of the lining of the eye and eyelid, causing sore or red eyes; can be highly contagious if bacterial or viral. Children with red eye/s and a watery or sticky discharge are required to remain at home until evaluated by a doctor and treatment commenced. The GP will advise when the pupil can return to school.
* IMPETIGO: The fluid inside the blisters is very infectious. The child should be taken to the doctor who will advise about return to school, usually when blisters have dried and healed or a minimum of 24 hrs after commencing antibiotics,

**Common Conditions requiring Immediate Treatment**

* HEAD LICE: It is important to avoid contact between an affected child and others. If parents/guardians notice head lice, or are advised that they have been noticed in the child’s hair at school, treatment must begin before the child returns to school. So long as the treatment begins before bed-time, the child may attend school the next day.
* RINGWORM: A child with suspected ringworm should be taken to their GP and, if ringworm is confirmed, treatment should begin as soon as possible. Once parents/guardians attend to this, the child may return to school.

**Appendix 2** [SCOIL BHRÍDE NURNEY]

**Letter of Application to allow a child stay in during break times or from 9.10am**

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Insert Principal’s Name]*

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert date of application]*

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Insert Parents’ Names],*  parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Insert Pupil’s Name],* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Insert Date of Birth],* hereby request that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Insert Pupil’s Name],* be allowed to stay in during break times and/or from 9.10am from \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert beginning date] to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert end date] for the reason that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Insert Pupil’s Name],* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Insert medically certified reason why you wish your child to remain in at break times and/or from 9.10am].*

We have read the school’s supervision policy and are aware that:

1. Scoil Bhríde does not have the teacher capacity to supervise ill/medical needs children staying in a break times or from 9.10am. However the school office/principal’s office/library may be used at the discretion of the most senior member of teaching staff to facilitate (for insurance, health and safety and child welfare reasons) pupils staying in at break times or from 9.10am that have a recent medically signed off and approved condition (e.g. broken limbs, stitching, cold urticaria).
2. If we wish to have our child stay in a break times or from 9.10am the options which offer the maximum supervision to our child for the duration of the breaks is to place them under our own care or sit with our child in the school on each of the breaks. Failing that Scoil Bhríde will as much as is reasonably possible try to offer teacher supervision as Scoil Bhríde does not have the teacher capacity to supervise ill/medical needs children staying in a break times or from 9.10am. Such supervision may involve placing our child in the school office/principal’s office/library where school teaching staff may frequent on a regular basis.

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Parents’ Signature(s)]*

*For office use only*: Approved Yes € No €

*For office use only:* Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For office use only:* Applicant informed of decision Yes € No € Date informed \_\_\_\_\_\_\_\_\_\_

**Success Criteria and Review**

* Ensuring a safe child-friendly school yard
* Providing well organised and safe out of school activities
* Re-enforcing school rules termly
* Reviewing supervision duties yearly
* Altering or adjusting procedures deemed to be inoperable

**References**

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General

**Ratification of Supervision Policy**

This policy was adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal

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

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_