



**ST. PATRICK'S NATIONAL SCHOOL**  
**Greystones, Co Wicklow**

Tel: 01 28756 84 e-mail: [admin@stpns.ie](mailto:admin@stpns.ie) Website: [www.stpns.ie](http://www.stpns.ie)

Principal: Rachel Harper Deputy Principal: Heather Jordan

Board of Management – Chairperson: Canon David Mungavin

---

# SUPERVISION



## School Policy

**2020**

## **CONTENTS**

|   |           |
|---|-----------|
| <b>1. Introduction</b>  | <b>3</b>  |
| <b>2. Supervision of pupils</b>                                   | <b>3</b>  |
| <b>3. Supervision before and after school</b>                     | <b>4</b>  |
| <b>4. Break-time supervision</b>                                  | <b>4</b>  |
| <b>4.1 Areas are to be supervised</b>                             | <b>4</b>  |
| 4.1.1 Outdoor   | 4         |
| 4.1.2 Indoor (dry weather)  | 6         |
| 4.1.3 Indoor (wet weather)  | 8         |
| <b>5 Supervision in special circumstances</b>                     | <b>8</b>  |
| <b>5.1 Supervision within the classroom</b>                       | <b>8</b>  |
| <b>5.2 Supervision away from the school premises</b>              | <b>8</b>  |
| <b>6 Staffing arrangements</b>                                    | <b>9</b>  |
| <b>6.1 Rota and arrangements for the provision of supervision</b> | <b>9</b>  |
| <b>6.2 Absences</b>   | <b>10</b> |
| <b>7. Ratification and communication</b>                          | <b>10</b> |
| <b>8. Implementation</b>  | <b>10</b> |
| <b>9. Review</b>  | <b>10</b> |
| <br>  |           |
| <b>Appendix 1</b>   |           |
| School tours and excursions, leader guidelines - teachers         | <b>11</b> |
| <br>  |           |
| <b>Appendix 2</b>   |           |
| School tours and excursions, leader guidelines - helpers          | <b>14</b> |
| <br>  |           |
| <b>Appendix 3</b>   |           |
| School tours and excursions – checklists                          | <b>16</b> |
| <br>  |           |
| <b>Appendix 4</b>   |           |
| Background references   | <b>18</b> |

## 1. Introduction

(ref school policy *Administration of first-aid and medication, Introduction.*)

All members of school staff have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a prudent parent would.

## 2. Supervision of pupils

At the time of pupils' enrolment, parents are made aware of the school's opening times, as well as daily routines and procedures for leaving and collecting children (ref *Introductory pack*). They are reminded of these times at the beginning of each new academic year.

### Daily timetable

| Time          | Activity             | Notes   |
|---------------|----------------------|---|
| before 08.25  |                      | For safety reasons, children may NOT be on the school premises before 08.25                           |
| 08.25 - 08.45 | assembly time        | Junior classes: free play/reading<br>Senior classes: preparation for the school day, corrections, etc |
| 08.45         | formal classes begin | all pupils should be settled in their classroom and ready to begin the day's activities               |
| 10.20 - 10.30 | short break          |   |
| 12.00 - 12.10 | lunch break          | Children eat lunch in their classrooms  |
| 12.10 - 12.30 |                      | Children play outside, weather permitting   |
| 13.05         | school finishes      | Junior and Senior Infant classes collected at main reception door                                     |
| 14.05         | school finishes      | First to Sixth Classes may leave school independently   |

\* alternative arrangements may be made by a class teacher in consultation with the Principal

The school is open to receive pupils at 08.25. No responsibility is accepted for pupils arriving before that time. The bell rings at 08.40 (to remind visitors, including parents, to leave as classes will begin in 5 minutes), and again at 08.45 (at which time formal classes begin). Classes end each day at 13.05 (Infant classes) and 14.05 (all other classes).

Teachers supervise the orderly dismissal of all pupils, and ensure that all classrooms are vacated at this time. Pupils in the infant classes are handed over individually to parents, or other adults nominated by parents and made known to the Infant teachers) at the school's main reception. Pupils in First Class may be met at the entrance to the GP hall.

Parents who wish to have children in more senior classes escorted home should make their own arrangements to have them met at the school gate or in the church car park, and the person to escort them should be there not later than 2.05pm (all other classes), as the school cannot accept responsibility for the supervision of children after that time.

### **3. Supervision before and after school**

(ref *Management board members' handbook*, CPSMA, 2007, pp30-31)

On enrolment, parents are made aware of the school hours, noting that the school takes responsibility for the supervision of their children during those hours.

Pupils in the junior classes are handed over to their parent / guardian, on an individual basis, at the end of the school day. Those who are not collected on time are looked after by their teacher or another designated member of staff, until the parent / guardian arrives. All other children leave school independently.

### **4. Break-time supervision**

(ref school *Behaviour Charter* and *Anti-bullying policy*)

During break times, there are two teachers on outdoor duty - one teacher supervises the junior classes' play area and one the senior play area. They are assisted by SNAs in both play areas. The rules and procedures for the playground are reviewed and revised regularly, and are well known and regularly repeated to the children.

#### **4.1 Areas to be supervised**

##### **4.1.1 Outdoor**

Two main areas are designated as outdoor play areas at all times, one to accommodate the four junior classes and one for the four senior classes. These areas may change from time to time, depending on weather and ground conditions. Teachers are informed of changes in designated areas as these arise.

Children should be accompanied to and from the play area. Assurance that all areas of the yard are supervised should be ensured by the teacher on duty at all times, with delegation to SNAs as appropriate. Teachers and SNAs on supervision duty should wear a high visibility jacket for the duration of the supervision period. Teachers also need a whistle.

During break times, all pupils must stay within the designated area for their class grouping. Children are not permitted to engage in boisterous behaviour, rough play or dangerous games, and may not leave the play area without the permission of the teacher on duty.

General school rules apply at all times:

*be respectful of yourself, your school and others*

- keep your school tidy
- be kind
- be safe
- be on time
- be organised
- be positive
- follow instructions from all staff.

(ref Behaviour Charter)

If a child needs to use the toilet during break time, he/she must obtain permission from the teacher on duty.

The teacher on duty is responsible for all matters relating to issues such as behaviour management. Incidents of concern witnessed by other supervising staff should be referred to the teacher on duty, who will take the appropriate action (ref *Behaviour charter*). The teacher may also record the incident on a standard *incident report form*.

In the case of an accident or incident in the playground, the playground supervising teacher should arrange for the child(ren) to be accompanied to the indoor supervising teacher who will arrange for the administration of first-aid as required. He/she is also responsible for ensuring that an accident/incident report is completed fully and provided to the Principal. The report should include date, time, location, nature of the incident, names of witnesses and action taken afterwards (including the first aid response) and should be recorded on a standard school *accident record form*.

Play ceases in response to the bell and whistle, at which time children stop playing and proceed to their class line on the instruction of the teacher on duty. All classes are accompanied to their own classroom.

#### **4.1.2 Indoor (dry weather)**

(ref school policies *Administration of first-aid and medication, Behaviour Charter*)

Indoor supervision is required

- if a child is unwell, or suffers an injury in the playground, or
- if a child is required to remain indoors as a sanction (ref *Behaviour Charter*).

A child who is unwell may only remain indoors

- with an explanatory note from a parent, or
- on the recommendation of a teacher.

If a child suffers an accident in the playground, the indoor supervising teacher will arrange for the administration of first-aid as required (following referral by the playground supervising teacher) will complete the first-aid register in the Quiet Room and will assist in the completion of the standard accident/incident report, as required (ref school policy *Administration of first-aid and medication*).

In the event of minor injury in the playground during break time, the child should be escorted to the teacher designated to indoor duty. The duty teacher may administer minor first aid, with more serious injuries referred to the designated First-aid officer. Disposable gloves should always be used when dealing with any injury or illness.

Where there are any concerns beyond minor injury, parents should be contacted and informed of the injury/accident/illness and asked to come to the school. If parents cannot be contacted, a first-aid officer will seek medical assistance, through the family doctor, designated school medical practice (Greystones Medical Centre, Church Road) or by calling an ambulance.

In the case of a more serious injury, where it is judged that immediate medical assistance is necessary, or where the parents/guardians cannot be contacted, the Principal, with another member of staff, will bring the injured child to a doctor, and will stay until treatment has been concluded or a parent has arrived. Where possible, the child is brought to the designated doctor as specified by the parents or guardians on the child's *admission form* or *personal emergency information form*. If the nominated doctor is unavailable, or if the distance to the nominated doctor's surgery is judged to be excessive, the child will be brought to the designated school doctor or nearest hospital. Parents will be made aware of the circumstances of the injury at the earliest opportunity.

In the case of a very serious injury, the emergency services will be called immediately, urgent first-aid to preserve life or prevent further serious injury shall be administered until a nurse, doctor or other trained person can take over management of the situation. Efforts to contact parents will continue until they have been informed of the incident. If the child is to be sent home and the parents are unavailable, every effort will be made to contact those nominated by the parents as substitute caretakers on emergency contact documentation.

If a child is required to remain indoors as a sanction, school or classroom behaviour checks specify:

1. warning / reprimand - name recorded and undo damage.
2. stand up / move place for max. 10 minutes.
3. **work for 10 minutes of break time, doing 'homework' or 'housework'.**
4. (a) move to another classroom for 10 minutes/until assignment is completed to teacher's satisfaction, or  
(b) lose a privilege.
5. (a) extra homework / redo work (to be signed by parent), or  
(b) letter of apology (signed by parent).
6. referral to principal / deputy principal.

(ref *Behaviour Charter*)

The Senior Infant classroom is the designated room for indoor supervision. The Quiet Room is available as a facility for a child who is particularly unwell and waiting to be collected.

#### **4.1.3 Indoor (wet weather)**

Teachers work as a team in order to ensure adequate supervision of pupils at all times. In most cases, such teams operate between classes located side by side, ie First and Second, Third and Fourth, Fifth and Sixth. The doors between the classrooms remain open and the teacher in attendance moves between the two rooms, to ensure that both classrooms are supervised. If the Junior or Senior Infant Class teacher must leave the class, arrangements are made with an LS/RT to supervise the class. On wet days, this arrangement allows for each teacher to take a personal break/respice in turn, while their colleague supervises the two classrooms.

### **5. Supervision in special circumstances**

#### **5.1 Supervision within the classroom**

The team arrangement between teachers applies

- when a teacher takes a personal break/respice prior to supervision duty
- if a teacher is required to attend a meeting
- if a teacher must leave the classroom for personal reasons.

#### **5.1 Supervision away from the school premises**

(ref school policies *Tours and excursions* and *Administration of first-aid and medication*) Special supervision arrangements apply for out-of-school activities, eg tours and excursions, swimming, etc, at which times a higher level of supervision is required than within the school grounds.

Parents are given written details of all outings, and must provide written permission for their child to participate in such activities, including information (eg allergies) and contact details, etc. The

teacher-in-charge will follow guidelines as detailed in the school policy *Tours and excursions* (ref Appendix 2).

Extra supervision is always required for such activities, and this is organised by the class teacher who will recruit parents/other adults as they deem suitable. Adults who accompany the principal/class teacher on school outings are provided with detailed guidelines (ref Appendix 2), and are fully briefed on the structure of the day/activity and expectations with regard to behaviour, etc. While they are given specific small groups to supervise, everybody should be aware that all final decisions are the direct responsibility of the teacher-in-charge.

The teacher in charge will bring a copy of all emergency contact information. Every effort will be made to immediately contact parents directly, and such efforts will continue until contact is made.

Some out-of-school activities are arranged by the Parent Teacher Association, and the supervision arrangements are the direct responsibility of the organising parent or parent in charge. Parents of those participating give written permission for their child to participate in such activities, and are aware of the supervision arrangements in place.

## **6 Staffing arrangements**

### **6.1 Rota and arrangements for the provision of supervision**

(ref *Primary Boards of Management - information manual*, DES 2007, pp31-32)

Circular 21/02 outlined the DES arrangements for the provision of funding for supervision during mid-morning and lunch-time breaks. At the end of each school year, the school certifies that the supervision duties have been carried out accordingly.

The Deputy Principal is responsible for drawing up, updating and overseeing the supervision rota. Each teacher receives a copy of the rota, and a copy is also posted in the staff room.

The numbers of staff required for supervision duties at any one time:

- 2 teachers on outdoor duty and 1 on indoor duty
- all SNAs are on duty in the playground

### **6.2 Absences**

An alternative rota is maintained to cover incidents such as teacher absence through illness. Teachers absent from school on short-term special leave, eg EPV days, arrange cover on an individual basis by agreeing to swap duty with a colleague. In the case of absences in excess of 28 consecutive days, the substitute teacher may opt to cover for the absent teacher.



**7. Ratification and communication**

This policy was ratified by the Board of Management in March. It was immediately made available directly to all staff, and to parents through the school office.

**8. Implementation**

The policy was implemented immediately following ratification.

**9. Review**

This policy will be revised on an on-going basis, as needs are noted by the education partners and addressed by the Board of Management. It will be fully reviewed in 2023.

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

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

Canon David Mungavin

Rachel Harper

Chairperson Board of Management

Principal

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

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

## Appendix 1

### SCHOOL TOURS AND EXCURSIONS, LEADER GUIDELINES - TEACHERS

#### Introduction

Tours and outings of educational merit are regularly organised by the school. The school's ancillary staff and parents provide extra adult supervision, when required.

#### Organisation of supervision

The class teacher is responsible for the organisation of the excursion and for the designation of sub-groups of children to each accompanying adult. Adult supervisors who accompany a school tour/excursion are responsible for the safety of the children assigned to their care, and children must be supervised at all times. The supervisory ratio will vary from one trip to another. Small sub-groups are organised in advance by the class teacher, in consultation with the principal. The children allocated to each adult must remain with the designated adult, unless a change is organised/sanctioned by the class teacher. \*An adult must always sit at the emergency door on the bus.

#### Teachers

Teachers should refer to the following check-list before embarking on a tour/excursion:

##### *for helpers:*

to be thoroughly briefed on

- location;
- detailed programme of activities (noting where group should be, what they should be doing at all times, and report back/meeting arrangements);
- potential hazards;
- procedures in the event of accidents and emergencies;
- check lists of all pupils in their care;
- standard of behaviour deemed acceptable by class teacher / school, and procedure to be followed in case of misbehaviour;
- supplies (as required by class teacher).

##### *for group:*

- information on the latest weather forecast (if relevant to tour);
- a list of all participants;
- parental consent forms for each pupil;
- emergency contact numbers and medical information for each pupil;
- telephone numbers for local doctors, hospitals, Gardaí, rescue services and the school;
- emergency contact numbers for the principal and / or chairperson of the board of management;

- emergency cash;
- mobile phone;
- first aid kit;
- list of all helpers and those pupils assigned to them (pupils/supervisors may be given common badges for ease of identification);
- a detailed programme of activities (to include agreed times for snacks, breaks and the use of toilet facilities, and indicating where each group should be, and what they should be doing at all times)
- activity sheets, work guidelines and instructions; or trail booklets (as applicable);
- maps of the area (as applicable);
- maps, check-lists of pupils' names and safety instructions and guidelines for helpers;
- equipment needed for investigations, eg compasses, trundle wheel, plastic containers for samples/specimens, etc (as required);
- spare pencils and erasers;
- children's medication in accordance with the school policy (as required, and only when sanctioned by the board of management);
- 'report back' locations for all groups ( for all supervisors);
- sack for litter.

***for self:***

- warm waterproof clothing (and suitable footwear!);
- good rucksack;
- lunch and drink.

**Follow-up**

Supervisors / helpers should inform the class teacher of any matter regarded to be of importance in reviewing the tour, and for future planning.

## **Appendix 2**

### **SCHOOL TOURS AND EXCURSIONS, LEADER GUIDELINES - HELPERS**

#### **Introduction**

Tours and outings of educational merit are regularly organised by the school. The school's ancillary staff and parents provide extra adult supervision when required.

#### Organisation of supervision

The class teacher is responsible for the organisation of the excursion and for the designation of sub-groups of children to each accompanying adult. Adult supervisors who accompany a school tour/excursion are responsible for the safety of the children assigned to their care, and children must be supervised at all times.

The supervisory ratio will vary from one trip to another. Small sub-groups are organised in advance by the class teacher, in consultation with the principal. The children allocated to each adult must remain with the designated adult, unless a change is organised/sanctioned by the class teacher.

#### **Supervisors/helpers**

Before taking responsibility for a group of pupils, parents / assistants should:

- be briefed thoroughly on the tour location;
- have a detailed programme of activities (indicating where group should be, and what they should be doing at all times);
- be made aware of any hazards that could be encountered, and the procedures to be adopted in the event of accidents and emergencies;
- have a check-list of all pupils in his/her care;
- be aware of the standard of behaviour deemed acceptable by the class teacher, and of the procedure to be followed in case of misbehavior;
- have required supplies (as supplied by class teacher);

#### **Special notes**

*Supervisors must ensure that the children in their care observe the following guidelines at all times:*

- 1. Follow all rules / safety instructions / guidelines as encountered*
- 2. Leave the place as clean as the group found it (or cleaner!)*
- 3. Be particularly cautious when crossing the street, and follow all rules of the road*
- 4. Exercise special caution when close to machinery.*

#### **Follow-up**

Supervisors should inform the class teacher of any matter regarded to be of importance in reviewing the tour (positive as well as negative!), as well as for future planning.

THANK YOU

## Appendix 3

### WORKING IN THE ENVIRONMENT - teacher checklist

- information on the latest weather forecast • a list

of all participants in the fieldwork

- parental consent forms for each pupil on which medical details and parental contact numbers are recorded
- telephone numbers of local doctors, hospitals, Gardaí, rescue services and your school
- on longer day trips the home telephone numbers of the principal and / or chairperson of the board of management may be useful
- cash and mobile phone •

first aid kit

- list of all helpers and the groups assigned to them
- a detailed programme of activities that indicates where each group should be and what its members should be doing at all times
- activity sheets, work directives or trail booklets for pupils • maps

of the area

- check-lists of pupils' names and safety instructions for helpers
- equipment needed for investigations (e.g. compasses, trundle wheel, plastic containers for specimens)
- spare pencils and erasers
- warm waterproof clothing and strong footwear • lunch

and drink

- some children may require access to medication and, depending on the school policy, this may be held by the teacher (remember to carry sufficient medication in case of delays)
- sacks for litter and refuse
- a rucksack to carry all these bits and pieces!

### WORKING IN THE ENVIRONMENT - pupil check-list

- a clear understanding of the activities that they will undertake
- a clear understanding of the group to which they are allocated and the name of its leader
- school, class or group badge to help with identification in crowded areas

- warm waterproof clothing and strong footwear
- copy of work directive or trail booklet
- map
- pencils (not ballpoint pens) and eraser
- extra paper and crayons to take rubbings and make sketches
- small camera
- plastic containers to collect specimens
- compass and other equipment for investigations
- lunch and drink
- a rucksack to carry items and keep hands free for work!

## Appendix 4 Background

### references

#### Circular 18/03

##### Duty of care

*"Rules 121(4) and 124(1) of the Rules for National Schools oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the children in the school in which they teach, including periods of supervision, is not changed".*

##### General guidelines on supervision

*"It is a matter for the Principal Teacher, in consultation with the Board of Management to prepare the roster for supervision. Your attention is drawn to the importance of the role of the Principal teacher in managing, monitoring and participating in the supervision of the pupils during mid-morning and lunch breaks. The roster should include arrangements for providing supervision for short-term absences. It should be submitted to the Board of Management for approval and should be retained in the school for inspection by Department officials."*

#### **Primary Education Management Manual, Thompson Round Hall General principles – duty of care**

The key point on pupil supervision is that the school has a duty of care to its pupils from the time the school gates open in the morning until they close in the afternoon. The primary responsibility/duty of care for pupils falls on the class teacher. Depending on the size of the school, systems can be put in place to supervise pupils in the playground on a rota basis. This does not alleviate, diminish or reduce the duty placed on a class teacher for his or her class.

The 'duty of care' placed on a teacher is to take such care of his or her pupils as a careful parent would of his or her children. In practice, the courts have imposed a greater onus on teachers to care for their pupils than would be expected of a reasonable parent. The level of supervision should take account of:

- the age/maturity of the pupils;
- the numbers involved;
- the layout of the building or yard;
- any special circumstances, eg PE (*Chapter 3, paragraph 2:32*).

All schools must take reasonable care for the safety of the pupils when pupils are under their charge. This applies not only to periods during break or play time but also to the periods between the pupils arrival at school and the start of the school day and from dismissal in the afternoon until, for example, the school bus leaves where pupils remain on school property. (*Chapter 3, paragraph 3:27*).

**Other references**

**Primary Boards of Management - information manual**, Department of Education and Science, 2007, pp31-32.

**Management board members' handbook**, CPSMA, 2007.

**Guide to insurance - safety and security in the school**, Church & General, 2001.

**The Principal's legal handbook**, Oliver Mahon, Irish Vocational Education Association. pp 36-50