****

**Naul National School Supervision Policy**

**Policy Introduction**

This policy was formulated in November 2022 by the Principal and teaching staff of Naul NS. It involved consultation with the Board Of Management and all staff members.

**Rationale for Policy**

This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which 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 at all school activities. This policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and secure atmosphere. School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all.

**Factors taken into consideration in the formulation of this policy**

The following factors were taken into account in the formulation of this policy:

1. the school enrolment numbers

2. the age range of the pupils (4-13 years)

3. the general behaviour record of our pupils

4. the school interior layout: temporary prefabricated accommodation consisting of two classrooms, and 3 separate buildings.

5. the school grounds: play area out the front, grass area at back and area for children with ASD

7. existing supervision practices – a teaching staff conscious of the need for balanced, reasonable, age-related care

**Aims and objectives of the policy**

To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid morning and lunchtime breaks and while engaged in school activities.

**Times identified as presenting need for supervision**

The following were identified as times when supervision of pupils is called for:

1. Arrival & Dismissal

2. Mid-morning and lunchtime breaks

3. In school activities

4. Teacher having to leave classroom

5. Out of school trips

6. Specific circumstances

**Agreed Procedures Arrival & Dismissal**

● It is school policy that the school gate is opened at 8:40 - ten minutes before the start of the school day. Early arriving pupils may make their way straight to their class line, where they will be supervised by a teacher and an SNA

* Due to the a difficult set down arrangement 2 members of staff will be at the set down from 8.40 to 8.50 to help children from cars and direct them up the pedestrian crossing.

● Pupils may be permitted to enter the school building at 8.40 if there are adverse weather conditions

● At 8:50, class teachers will collect their class and bring them inside.

● Parents / guardians should ensure that if their child(ren) arrives after 8:50 am, they go straight to their classroom.

● A member of staff at the gate will assist with additional needs transitioning from their parent/guardian to their line or classroom.

* SNAs and teacher will guide the children with ASD from the bus to their classroom.

● Teachers supervise their own pupils while they are exiting the school at 1.30 or 2.30pm.

* We stagger the junior and senior infants at 1.30 to avoid congestion at the gate

● Pupils line up in their classrooms and their teacher takes them to the gate where they are then collected by parents/guardians or minders.

● Older children can walk down the hill in an orderly fashion. Running/ skipping is not permitted to avoid accidents.

● If a child is not collected we will call parents and the child will wait in the school. Children not collected at the bottom of the hill are advised to come back to the school where phone arrangements will be made.

Due to some children being a flight risk we tie the pedestrian access each day.

**The Board of Management has informed parents that the school does not accept responsibility for pupils outside the times 8.40 and 2.40.**

**Mid-morning and lunchtime breaks**

● Sos or mid-morning break is between 10:45 and 10.55 for junior end of school and 11 and 11.10 for senior end of school and 10:20. Big yard is from 12 to 12.25 for the junior end and 12.30 and 12.55 for the senior end

● Children are supervised in the front yard by one teacher and one SNA. 3 SNAs remain in the ASD area at small break. At big break, children will go out the back weather permitting

● A yard duty roster is compiled at the beginning of the year and is displayed in the staff room

. ● The teacher on yard duty gets a 20 minute break before they leave. Their class is supervised by a SET teacher or with older classes, the door between the classes remains open and an SNA remains with the children.

● If a child is injured during breaktime, depending on the seriousness of the injury, the child may be escorted into the building to where they will be examined by a teacher/ principal who will assess the injury and make the decision on whether to call parents/guardians.

● Injuries above the neck area or other non-minor injuries are reported to parents/guardians and recorded in the office incident book and noted “see office incident book” in the yard book.

● Minor injuries on yard which require attention are recorded and dealt with by the SNA or teacher on duty and a record is kept in the yard incident book.

● If a child needs to leave the yard area to go to the toilet, they must ask the yard-duty teacher. An SNA will accompany children in the junior end. In the senior end, the yard teacher will select 2 responsible children who may accompany them into the building to use the toilets. Class teachers should remind their class to use the toilet before going out to the yard.

● Pupils are regularly reminded of safe, acceptable yard behaviour.

● Where staff and/or parents/guardians express concerns about a pupil’s behaviour, all yard duty personnel are informed, and agreed individually planned procedures are put in place to ensure the safety of all.

● Play equipment in the form of balls, skipping ropes, Jenga blocks etc are provided for the use of children during big break

● At the end of play-time, the supervising teacher or appointed child rings the bell the children stop and put away their play equipment and walk to their class lines.

**In-school: General**

● It is school policy that pupils are adequately supervised at all times - returning from breaks, trips to the village, tours, PE lessons

● Where classes leave the school premises, there should always be two staff present. ●

● Pupils who need to leave the classroom on a message are always accompanied by another pupil. One exception is where there is a ‘Red Card’ emergency.

● Pupils should not run within the building (with the exception of PE activities) or while transitioning around the school premises.

● Visiting speaker: Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

**Special Education Teaching**

● Pupils who are withdrawn from their class for Special Education Teaching should be collected and returned to class under the supervision of a teacher or an SNA.

**Toileting and Intimate Care**

● The school has an Intimate Care policy which should be adhered to at all times when a pupil requires toileting assistance or assistance with changing following an accident.

**Teacher Leaving the Classroom**

Children should not be left unsupervised for any length of time. If a teacher unavoidably needs to leave the classroom, the following applies:

● Short unavoidable absence - Teacher notifies the teacher next door and both classroom doors are left open with supervising teacher checking-in on class, where possible an SNA should be present in one of the classrooms.

● Break: teachers on yard duty take their short break immediately before yard duty, cover is provided at these times by the teacher next door and an SNA.

● Meetings should not be scheduled during class-time unless cover/supervision can be arranged.

**Review and Evaluation time frame**.

This policy will be reviewed and evaluated at a staff meeting each year and ratified by the Board of Management.

This policy was adopted by the Board of Management on November 10th, 2021

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

Date: Chairperson of Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Principal Date of next review: November 202