

## **Mayo Abbey NS - Supervision Policy**

### **Introduction**

This policy was originally formulated in 2014 and this version was written in April 2021. It applies to all staff and children during school hours, break times, and on all school related activities. The policy should be read in conjunction with other school policies including our Child Safeguarding Statement Protection Policy, Anti-Bullying Policy, Code of Behaviour and our Health and Safety Statement.

### **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.

The safety and well-being of every pupil attending Mayo Abbey N.S. is of primary importance to the whole school community and it was therefore deemed necessary to formulate a detailed policy document outlining the care and supervision provided for pupils while in school or taking part in school-based activities.

### **Relationship to the Characteristic Ethos of the School**

This policy is in keeping with the school ethos of providing a happy, 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 assigned supervision duties. A supervision rota is displayed to cover 11 o'clock and lunchtime breaks. This rota is followed by all staff to ensure that there is comprehensive supervision of children at all breaks and before and after school.

#### **Daily Arrival and Dismissal of Pupils**

- School opens at 9.10 a.m. Class begins at 9.20am. All children are expected to be punctual. No responsibility is or will be accepted by the BOM or school staff for pupils arriving on the school grounds and premises before 9.10am. Children line up outside each classroom door until the teacher arrives to receive them.
- The school day ends at 2.00.p.m. for infants and at 3.00 p.m. for the rest of the children. Children should be collected punctually. At the beginning of each school year, parents are reminded of these times in the school rules.
- At dismissal time in the evening each class teacher walks their class to the front of the school. No supervision is provided outside the school gate. Children walking or cycling are allowed to leave in a safe manner. Children travelling by car remain at the front of the school until collected.
- In the extreme instance whereby a parent or the bus driver has been delayed, the child/children inform the teachers and every effort will be made to contact the parent/bus driver or to wait until the child/children are taken home, either by
  - the delayed person who arrives late
  - a person nominated by the child's parent verbally over the phone
  - a contact person named on the child's enrolment form

## Recreational Breaks for Pupils

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00 am to 11.10 am and 12.30pm to 1.00pm.
- A supervision rota is displayed on the staffroom noticeboard to cover all breaks. This rota is followed by all staff.
- A rota for supervision is drawn up by the Deputy Principal in consultation with Principal/staff and this rota is displayed on the staff room notice board.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- Children are assigned to various yards and this is reviewed regularly.
- Children are encouraged not to re-enter the classrooms during break unless they need to use their assigned toilets. Children are regularly reminded that only one student at a time is allowed into each toilet cubicle.
- It is our belief that if children are well enough to be in school, then if they are well wrapped up – fresh air will only be beneficial to them.
- If parents indicate a worry about a particular child on the yard all teachers/personnel 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. Classes line up in the yard and await their teacher to accompany them to their classroom.
- Teachers taking an EPV day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement if a substitute teacher is not employable.
- Special Needs Assistants (SNAs) are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Needs 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 and Code of Behaviour Policies cover incidents of misbehaviour. At present we have 3 SNAs employed in our school.
- Children with injuries/complaints are dealt with directly by the teacher/personnel 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. All accidents where there is injury involved should be noted in the Accident/Incident Report Book by the teachers/personnel on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- At all other times during the day each teacher is responsible for the supervision of all children under their care. Unless unavoidable, teachers should never leave their classroom unsupervised.
- On wet days children remain in their classes. Normal supervision rota will apply. The SNAs remain in the classroom to which they are primarily attached. It is the responsibility of the teacher on yard-duty on any given day to decide if the weather is too inclement to go outside.

### **Classroom Teaching**

- The children are supervised at all times by the class teacher. If the teacher is absent from the room for a short period, then another teacher is asked to supervise.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments.
- In an effort to ensure the protection of children and staff in a one-to-one teaching situation, if there is no vision panel on the classroom door, the classroom door will be left open.

### **Extra-Curricular Activities**

- For out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- Normal school rules apply at all times and these are dealt with in our Code of Behaviour.
- Staff members will not carry children in their cars. The BOM cannot accept responsibility for parents making private arrangements amongst themselves to carry children in their cars.
- For out of school activities, children will travel by bus under supervision of school staff.
- Swimming Policy / Toileting and Intimate Care Policy and the Code of Practice for all External Personnel to supplement Curriculum attached.

### **Roles and Responsibilities for implementation of this policy:**

1. Each teacher will be responsible for supervision at designated times as already outlined in this policy.
2. The Principal Teacher will have ultimate responsibility for ensuring that good practice is carried out and adhered to.

### **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

### **Implementation**

This policy was formulated in June 2014 and has most recently updated in April 2021.

## **Mayo Abbey NS - Swimming Policy**

Swimming lessons take place yearly for pupils from First to Sixth classes. There is typically 6-8 lessons in total in Breaffy Swimming Pool.

Children will be brought by bus to the swimming pool. Children will line up in an orderly manner for the bus.

All adults will act in 'loco parentis' and as such will act as prudent parents in helping children to return to school as dry as possible.

Children are expected to wear suitable clothing for games/PE/swimming. On PE days children come to school wearing their PE clothes so that minimal changing of clothes is necessary.

The clothing requirements are as follows,

- A one-piece swimming costume for girls (no bikinis), swimming trunks for boys, swimming hat, towels and goggles (if necessary).
- If your child uses inflatable armbands please bring them to school fully inflated.

Time is limited so children are not encouraged to bring shampoo and shower gel and to quickly rinse after their lessons and wash properly at home if they wish. Children are not permitted to use a hair dryer. Therefore, it is recommended that a silicone hat should be worn. Long hair should be securely tied up.

Spray deodorants must not be brought to the pool as the dressing rooms are confined spaces and they leave a strong smell. All items brought to the pool must be clearly labelled with the child's name.

Children can bring extra lunch on swimming days and will be given an opportunity to eat on return to the school (no eating allowed on the bus).

### **Safety and Hygiene**

Pupils are required to behave at all times in a manner that ensures the safety of all involved in school swimming.

Pupils must obey the instructor's orders at all times and comply with the school's Code of Behaviour Policy and the pool's Health and Safety Guidelines. Failure to do so may result in exclusion from future swimming lessons.

In the dressing rooms class teachers will supervise the children. In the male dressing room, if a male teacher is not present then a member of school staff will stand at the entrance to supervise.

### **Medical Conditions and Illnesses**

Please inform the class teacher if your child suffers from any medical condition that may need extra supervision.

There are very few conditions which prevent children from swimming and provided everyone concerned with the swimming lesson is fully informed about the particular problem: much can be done to ensure that children learn to swim with confidence in a safe environment.

We hope your child enjoys the swimming experience and benefits from learning this essential life skill.

## **Mayo Abbey NS - Code of Practice for all External Personnel to Supplement Curriculum**

1. In the interest of child, staff and volunteer protection, all personnel should be garda vetted.
2. External personnel (coaches, work experience etc.) should, at all times, be accompanied by the class teacher.
3. External personnel (coaches, work experience etc.) should treat children in a respectful manner, calling them by their first or full names where known.
4. External personnel (coaches, work experience etc.) should use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism.
5. Where sanctions are required for serious misbehaviour, children should be referred to the class teacher.
6. External personnel (coaches, work experience etc.) should never abuse children. Abuse will not be tolerated and may cause for immediate dismissal and/or prosecution. This includes
  - a. Physical Abuse: Striking, slapping, hitting or shaking
  - b. Verbal Abuse: Humiliation, degradation or threat.
  - c. Sex Abuse: Inappropriate touch, inappropriate verbal exchange or sexual behaviour.
  - d. Mental Abuse: Shaming, isolation or cruelty.
  - e. Neglect: Withholding or neglecting care.
7. External personnel (coaches, work experience etc.) should ensure that children are never left unsupervised.
8. External personnel (coaches, work experience etc.) will treat all children equally regardless of sex, religion, race, colour or ethnicity.
9. Using, possessing or being under the influence of drugs or alcohol while engaged in any school related activity, is strictly prohibited.
10. Smoking is prohibited on all school grounds and during all activities.
11. Bad language, profanities, inappropriate jokes or references are prohibited.
12. External personnel (coaches, work experience etc.) should not transport children in their own cars.

## **Mayo Abbey NS - Intimate Care and Toileting Policy**

The following procedure will apply in cases of

- Wetting
- Soiling
- Vomiting on clothes

At all times we will maintain the privacy and dignity of the child.

The teacher/SNA will provide the child with a change of underwear, which the child uses to change his/herself. If necessary, we will provide a complete change of clothes. The teacher/SNA will assist the child with dressing only if absolutely necessary. If the child has soiled him/herself the parents will be contacted in order to take their child home. In the event that a parent cannot be contacted the teacher/SNA will do all that is necessary to make the child comfortable.

Wet/soiled clothes will be put in a plastic bag and parents will be informed of what has happened when they collect their child. Parents are asked to return the clothes given to their child, washed and folded.

A record of such incidents will be kept.

Parents are informed of this procedure in the Junior Infants Induction prior to their child starting school.

Changes of clothes and underwear are kept in the secretary's office/storeroom. Staff are required to wear protective gloves while changing a child.

### **Children with Specific Toileting/Intimate Care Needs:**

It may be the case that a pupil will have an ongoing need for assistance with toileting/intimate care. In all such situations a meeting will be convened, after enrolment and before the child starts school.

Parents/Guardians, Principal, Class Teacher, SNA, and if appropriate, the pupil, will attend. The specific care needs of the child, and how the school will meet them, will be clarified and an application for SNA access will be completed.

Personnel involved in this care will be identified and provision for occasions when staff members may be absent will be outlined (e.g. Substitute SNA's will not generally be involved in intimate care).

Where possible, two members of staff will be present when dealing with intimate care needs. Staff will wear protective gloves. Any change of personnel or procedures will be discussed with the pupil, if appropriate.

As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc., and at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.

A written copy of the agreement will be kept on the pupils file and parents will be notified of any changes from agreed procedures.