

# Woodstock Educate Together National School



## **SUPERVISION POLICY**

Ratified by Board of Management on:	
Signed:	
Date:	
Chairperson, Board of Management	

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## **1.0 RATIONALE**

The Board of Management and staff of NTMK ETNS Educate Together National School acknowledges the importance of providing a safe and secure environment for all of the children in the school with due consideration for the impact of COVID 19. We make every effort to ensure that the children are adequately supervised at all times. Arrangements for the supervision for mid-morning ( SOS) and lunchtime (LON) breaks are detailed in the Department of Education and Skills Circulars 29/03 and 18/03. Our COVID 19 Response Plan 2020 for the Safe Re-opening of Schools requires early morning supervision become a mandatory practice. Hence 10 minutes (50mins weekly) will be added to Croke Park hours for this particular year to offset the realities of working in a 2 teacher school, acknowledging the need to maintain the well-being and health of all staff at NTMK ETNS.

## **2.0 AIMS**

The aim of this policy is to ensure that each child is afforded the opportunity of playing with other children in a safe and non-threatening environment. The importance of play cannot be underestimated in the life of the child. Children learn the art of social interaction in school, particularly in the playground. As a school community, we must be constantly vigilant to ensure that each child is assisted to have a happy experience in the school playground.

## **3.0 RESPONSIBILITIES**

### **3.1 PRINCIPAL**

- Is responsible for drawing up the supervision rota, which is made known to each person on the rota.

## **4.0 ROTA**

The supervision rota is displayed in the staff room. In the event of a planned absence, the staff member arranges for the next person on the rota to swap supervision duties. In the event of an unplanned absence (illness), the principal/deputy principal arranges for the next person/on the rota or substitute to undertake the duties.

## **5.0 YARD AND FIELD**

The school is lucky to have a soft backyard and hard area for play. The back area will be used primarily in Summer for play however, this will be weather permitting. Children are asked to wear suitable footwear for playing in the field.

## **6.0 DRY DAY SUPERVISION PROCEDURES**

- 6.1 Break times are 10:30 to 10:45 am (morning break) and 12:30 to 12:55pm (lunch break)
- 6.2 The teacher on break time supervision duty has their break at 10-15 minutes prior to break time.
- 6.3 Children are supervised by the Secretary with the remaining Class Teacher across the corridor leaving the door ajar to assist if needed. When available, the Learning Support Teacher/SNA may provide cover.
- 6.4 Children wash hands/sanitise prior to eating their lunches in the class room. To ensure safety children must not leave their seat whilst eating. Children are not allowed to take food out onto the yard.
- 6.5 Each class teacher ensures that children tidy away their lunch, line up and walk to the yard in an orderly fashion.
- 6.6 From 10:30 - 10.45am the children are supervised by the teacher on duty. Children cannot be on the yard without the delegated Supervision Teacher /SNA in attendance.
- 6.7 At 10.45am (end of morning break) and 12:55pm (lunch break) the bell is rung and children line up in an orderly fashion. They are then collected by their class teacher and proceed to their classroom.

## **7.0 WET DAY SUPERVISION PROCEDURES**

- 7.1 The procedure is repeated as for dry days (above).
- 7.2 On wet days when children do not go out, the teacher & SNA on duty moves from one classroom to another ensuring that children remain seated and behave in an orderly fashion.
- 7.3 Teacher on duty then supervises this group during both breaks.

To promote orderly behaviour the following procedures are in place

- Activities with a variety of themes are distributed to children in each class.
- Recycled paper is given to children to draw, colour and play word games.
- IWB stories/Number Jacks etc. are shown in the classroom.

## **8.0 ILLNESS/COVID 19**

If your child is sick they should remain at home. If your child gets sick at school all COVID 19 procedures will be followed. The child will be supervised in the Well-being Room (Isolation area) until they are picked up.

Common symptoms of COVID-19 include:

- a fever (high temperature - 38 degrees Celsius or above)
- a new cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

- It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

## **9.0 USE OF TOILETS DURING BREAKS**

Children are encouraged to use the bathroom prior to going out to play. However, should a child need to use the bathroom, they must ask permission to enter the school from the supervising teacher.

## **10.0 YARD EQUIPMENT**

We have a number of different activities for the children to engage in on the field or on the yard. The children are required to use the equipment only in the manner it was intended.

## **11.0 MINOR ACCIDENTS**

Should a child injure themselves and require minor medical attention, the teacher on yard will bring the child to the Secretary or SNA on duty to receive First Aid. A teacher will then deal with the situation in accordance with the First Aid policy.

## **12.0 RECORDING OF INCIDENTS**

Teachers record any incidents, injuries, observations on social and emotional incidents, in the yard book. It is dated and signed and the supervising teacher will report any important information to the class teacher at the end of play time.

## **13.0 BEHAVIOUR**

Children are regularly reminded of how to play safely in the school yard and how to line up in a safe manner. This is taught in conjunction with our Ethical Ed/ SPHE curriculum and is reinforced daily. The code of Positive behaviour applies to the school yard. We use a Calm down/ Restorative Practice strategy for children whose behaviour is deemed inappropriate to playing. Where the behaviour becomes aggressive e.g. hitting, pushing etc. the Code of Behaviour and the use of Incident sheets may apply.

## **14.0 BEFORE AND AFTER SCHOOL SUPERVISION**

The school will be open to receive children at 8:35am every morning. No responsibility is accepted for pupils arriving before that time. Parents must remain with their children 2 metres apart, wearing face coverings until they enter the school with the teacher.

Classes will end each day at 1:25pm (Junior/Senior Infants) and 2:25pm (first through sixth class). In line with our COVID-19 Response Plan all teachers will ensure the safe dismissal of children from their classes to the Parent/Guardian. Parents/guardians collecting children are responsible for supervising their children after this time as the school cannot accept responsibility for them.