



**LEIXLIP**  
Educate Together National School

## **Supervision Policy 2023/24**

### **Introduction**

This policy was formulated in November 2020 by the Principal and teaching staff of Leixlip ETNS and updated annually to reflect the increased enrolment. It involved consultation with the Board of Management, other school staff (Additional Needs Assistant and School Administrator) and with the parent body. This updated policy was approved and ratified by the BOM on January 25th, 2024

### **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.

### **Policy / School characteristics**

Leixlip ETNS is committed to the values laid down in the Educate Together Charter. Our school is learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. 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 (Junior Infants - 4th Class)
3. the general behaviour record of our pupils
4. the school interior layout: temporary prefabricated accommodation consisting of four classrooms, and an administration block containing sn SET room, school office and a staffroom which also accommodates a sensory space and an EAL learning space.
5. the school grounds: outdoor classroom, tarmacked play area and pathway around the periphery of the school bounded by high metal fencing.
7. existing supervision practices – a teaching staff conscious of the need for balanced, reasonable, age-related care
8. existing yard practice of separate play areas for each class.
9. the school experience of accidents – minor, mostly play-related accidents.

### **10. TEMPORARY SPIIT CAMPUS**

### **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 8:35 - five 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 the principal or another teacher.
- Irrespective of the weather, pupils will not be permitted to enter the school building as there are no teachers on duty inside the building until 8:40.
- At 8:40, class teachers will collect their class and bring them inside.
- If it is challenging for a pupil to remain in their class line, the class teacher will inform the parent/guardian and suitable arrangements will be made.
- Parents / guardians should ensure that if their child(ren) arrives after 8:40 am, they go straight to their classroom.
- An Additional Needs Assistant will assist pupils with additional needs in transitioning from their parent/guardian to their line or classroom.
- The front gate will be closed at 8:50 am.
- Parents/guardians should not engage the teacher or ANA in conversation at times when they are supervising pupils.
- Teachers supervise their own pupils while they are exiting the school at 1.20 or 2.20pm.
- Pupils line up in their classrooms and their teacher takes them to the yard where they are then collected by parents/guardians or minders. Children who attend after-school are collected from their classroom five minutes before official dismissal time.
- If a pupil is not collected on time (within 5 minutes of class dismissal), the child will come into the school and their class teacher or the school secretary will ring their parent / guardian.
- A record will be kept on Aladdin of late collections. In cases where parents/guardians are consistently late a meeting will be arranged with the principal.

### **3rd and 4th Class**

- Children in third and fourth classes will temporarily be on a separate campus for the first and second term of 2023/24
- Pupils who are travelling by school bus will arrive at the main school building where they will line up with their class. Two teachers and one Additional Needs Assistant will supervise the pupils for the journey to the second campus.
- Pupils who arrive at the second campus will line up with their class. They will be supervised by two teachers and an Additional Needs Assistant until the other pupils and teachers arrive at the second campus.
- At home time two teachers and an Additional Needs assistant will accompany the pupils travelling by bus back to the main school where they will be collected or make their own way home, as arranged by

their parents/guardians.

- Pupils that do not use bus transport will be collected or make their own way home, as arranged by their parents/guardians.
- When moving between the school and the bus, one teacher/ANA must be at the front of the line and another at the back. A teacher/ANA should be first to disembark from the bus and another should be the last to leave the bus.

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

### **Mid-morning and lunchtime breaks**

- Sos or mid-morning break is between 10:20 and 10:35 and lón or lunchtime break is between 12.20 – 12.45
- Teachers on yard duty take their break at 10:10 and their lunch at 12:00. Pupils eat their lunch during discretionary curriculum time. Yard duty teachers should leave appropriate work or a curricular related activity for their class to complete. Screen activities are not encouraged while the pupils are eating, however this is class dependent.
- Children are supervised in their classrooms while they eat their break/lunch by the class teacher or partner teacher if the class teacher is on yard duty. The partner teacher may be assisted by an ANA who remains in the classroom with the door left open. The partner teacher has ultimate responsibility for the class.
- Additional Needs Assistants take their breaks directly before or directly after teachers. Full-day ANAS take a 15 minute morning break and 25 minutes for lunch. Infant day ANAs take 10 minute morning break and 20 minutes lunch.
- A yard duty roster is compiled at the beginning of the year and is displayed in the staff room.
- Yard Supervision Procedures are updated each year and are displayed in the staffroom and included in the teacher's folder. All staff must adhere to the guidelines in this procedural document. This document reflects the school's commitment to the provision of "adequate supervision" and to best practice, ensuring-a safe ratio of children to supervising adults will be maintained.
- 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 their own teacher who will assess the injury and make the decision on whether to call parents/guardians. The class teacher will supervise the pupil with the assistance of the school secretary until the child is fit to return to the classroom and/or until the parent/guardian arrives.
- All injuries above the neck area, and other non-minor injuries are reported to parents/guardians by phone and/or email and recorded by the teacher 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 ANA 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 should ask the yard-duty teacher. The ANA on duty in front of the school will supervise from outside the external door to the foyer. 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 are provided for the use of children during breaks; the safety and condition of this equipment is monitored by the ANAs.
- At the end of play-time, the supervising teacher rings the bell or blows a whistle, all children stop and

'freeze', the bell is rung a second time and the children put away their play equipment and walk to their class lines.

- When returning to the classroom from the yard, the class teacher always leads the line. An ANA will remain on the yard until the last class has entered the building to ensure that all children have entered.

## **In school activities**

### **In-school: General**

- It is school policy that pupils are adequately supervised at all times - returning from breaks, in the outdoor classroom, during field trips and for off-site PE
- Where classes leave the school premises, there should always be two staff present.
- The class teacher leads the line and an Additional Needs Assistant or SET stays at the back. Additional Needs Assistants must also ensure that children with primary care needs are adequately prepared and supervised for such activities.
- 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, when an incidence occurs where the class-teacher needs the immediate back-up of another adult and a pupil may have to go to a neighbouring classroom to get the teacher/ANA
- 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. (See draft Visitor to the School Policy)

### **Physical Education**

- If PE takes place off-site in Leixlip Utd's astro-turf cages or on the football field. An ANA must accompany class teachers.
- Teachers must supervise pupils in the handling of all equipment necessary for PE class to ensure safe lifting and handling.

### **Moving equipment**

- Pupils are only permitted to move large equipment and furniture under staff supervision.

### **Extra-curricular games and sports activities**

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher.

### **Coaching**

- Where an invited coach takes games instruction during school hours, this is always done with a teacher present, the teacher remains responsible for the class at all times,

### **Outdoor Classroom and Outdoor Learning**

- Outdoor learning is an integral aspect of our school's teaching and learning approaches and practices. Pupils should be adequately supervised during these times.

### **Special Education Teaching**

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

### **Withdrawal Intervention for Pupils with Additional Educational Needs**

- Some pupils with additional needs may need to be temporarily withdrawn from the classroom under the supervision of an Additional Needs Assistant. This should always be done in accordance with their Student Support Files and their Personal Pupil Plans.

### **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. Two staff must always be present when a pupil is receiving intimate care support.

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

### **Out of school trips**

Short off-site field trips provide enriching cross-curricular learning experiences for our pupils. At least two members of staff must always be present during these trips. These include trips to the playground, exploratory walks around the grounds of Leixlip Amenities Centre, trips connected to Aistear themes e.g. maths trails, nature walks etc. For short trips outside the immediate vicinity of the school (Amenities Centre), two teachers must be present.

- Where a class teacher considers it necessary an additional ANA and/or parents/guardians may be called on to provide additional adult supervision on a short school trip; in this event, the duties of the accompanying adult are clearly established. Parents and Guardians are required to be Garda Vetted prior to taking part on such trips. The pupils' safety remains the primary concern for all off-site school activities. Particular attention should be paid to orderly movement, road safety, car/bus safety, respectful and appropriate behaviour.
- Longer school tours (See School Tours Policy)

### **Extraordinary circumstances:**

Pupils who have not been collected as expected:

- Pupils who have not been collected as arranged, are brought to the office by the class teacher and the class teacher makes a phone call to parents/guardians. The class teacher and/or the Principal/Deputy Principal is responsible for the supervision of the child until their parent / guardian arrives.
- After school activity: the instructor / coach is responsible for contacting parents/guardians and for the supervision of the pupil until they are collected.
- Teachers record all instances of late collection on the Aladdin system. If parents are regularly late, they will be invited to meet with the class teacher and the principal to discuss the issue. Should it not be resolved, the issue may be referred to the Board of Management.

**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 and this updated version was ratified at a Board of Management meeting on 25th of January 2024

Signed: Catherine Healy  
Chairperson of Board of Management

Date: 25/01/2024

Signed: Mary Mc Dowell  
Principal

Date: 25/01/2024

Date of next review: November 2024