

ASDEE NATIONAL SCHOOL



SUPERVISION POLICY

Updated 2023

Rationale:

To ensure the safety of pupils and to participate in the supervision of pupils when on the school premises.

Relationship to Characteristic Spirit of the School:

Our school wishes to ensure the safety of all our pupils and to provide a duty of care at all times.

Aims:

- To provide a duty of care at all break times.
- To make provisions for teacher rostering.
- To ensure cover in the absence of a staff member.

Guidelines:

The staff member on duty shall supervise the children to the best of his/her ability at break times, providing a duty of care in order to ensure the safety of the pupils.

The yard duty book which is kept in the staff room will be filled in and signed by the staff member on duty when there is an incident on yard.

Minor incidents/accidents will be dealt with by the staff member on duty. Incidents/accidents of a more serious nature will be reported to the class teacher/principal and/or parent and recorded in the incident file in the school office.

In the case of emergency the Emergency Accident procedure will be implemented and a report will be filled into the Incident book in the office.

A rota for yard duty will be in operation, whereby each staff member on roster list will complete the same amount of duty days over the year.

A staff member who is absent shall have yard duties covered by a colleague or substitute teacher (if present) .

If a staff member is supervising pupils elsewhere – at a match, swimming etc. the supervision duties are shared between the remaining staff members at school.

School begins at 8.50am and concludes at 2.30pm. Children are to be supervised at assembly and dismissal.

Junior & Senior infants leave at 1.30pm. Parents are to ensure that children are picked up promptly at that time either at the school gate or at the classroom.

In Asdee N.S parents may drop their children from 8.30am to facilitate working parents. There will be a teacher on the premises at that time but formal supervision does not begin until 8.40am.

The children are allowed play outside for 10 minutes on dry mornings supervised by a teacher. The bell rings at 8.50am.

Parents are required to collect or to have their child/children collected at 2.30pm & are asked to notify the school if someone new is picking up their child.

Attached is the supervision rota for Asdee N.S. Starting 8.40am to 2.30pm.

Children are encouraged to use the bathrooms individually and discouraged from congregating in the bathrooms at any time.

Play areas:

The school yard, basketball court and field are divided into different play areas and the senior, middle and junior classes are assigned a certain area to play in.

This is weather dependent and may change from season to season.

The children from 3rd to 6th classes play on the basketball court area or on the school field. The top yard is divided into two play areas and children from the junior room and middle room are allocated an area each.

Certain areas of the school grounds are out of bounds to the children for safety reasons. These areas are excluded because they are out of view of the teacher and SNA on yard duty e.g Front entrance gate to the school, hall road area and alcoves behind community hall.

On wet days the staff member on duty decides if children are allowed out to play in the shed or remain in their classes. We do our best to ensure all children get some fresh air even on wet days by rotating groups to play in the school shed.

The SNA will assist with the supervision of the children at all break times but the staff member on duty has overall responsibility.

The children are supervised for the first 10 minutes of lunch break by their own class teacher and are allowed eat lunch in their classroom. They are encouraged to play outside for the remaining twenty minutes of lunch time.

Roles & Responsibility

The Principal has overall responsibility for ensuring that all staff members carry out their supervision duties.

Timeframe for Implementation:

This policy is reviewed annually and updated when necessary. It will be emailed to all parents and posted on our school website.

This policy was reviewed and updated by staff and ratified by the Board of Management in April/May 2023.

Chairperson of B.O.M.: _____ Date: _____
Oliver Kearney

Principal/Secretary to B.O.M.: _____ Date: _____
Michelle Sheehy

See also : Anti Bullying Policy & Code of Discipline/Behaviour

Asdee N.S. Yard Duty Rota

Monday	Morning	Michelle Sheehy
	Sos	Assumpta Collins
	Lón	Bridín Reen
Tuesday	Morning	Assumpta Collins
	Sos	Michelle Sheehy
	Lón	Cathy O'Regan
Wednesday	Morning	Cathy O'Regan
	Sos	Assumpta Collins
	Lón	Michelle Sheehy
Thursday	Morning	Michelle Sheehy
	Sos	Cathy O'Regan
	Lón	Bridín Reen
Friday	Morning	Bridín Reen
	Sos	Cathy O'Regan
	Lón	Assumpta Collins

