



TYRRELSTOWN

Educate Together National School

Supervision Policy

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Status	Approved ▾
Version	08/2011
Reviewers	Staff, parents, pupils, Principal & Deputy Principal of Tyrrelstown ETNS Board of Management, Tyrrelstown ETNS

Date initially approved	29 Aug 2011
Date review approved	📅 Date
Next review date	1 Sept 2015

¹ A policy is that which has been approved directly by the Board of Management.

² A procedure is that which approval of has been delegated to the Principal and staff by the Board of Management.

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1. Introduction

Tyrrelstown ETNS recognizes the importance of providing a safe environment for all pupils. This supervision policy ensures that an appropriate duty of care is provided at times when children are not in the classroom setting.

2. Aims

This document aims to

- Outline the procedures for supervision at arrival and dispersal
- Outline the procedures for supervision at yard time

3. Supervision

As teachers we accept the duty of care, which devolves to us. In Tyrrelstown E.T.N.S. we make every effort to ensure that the children given into our care are adequately supervised.

1. **Arrival at School:** School begins at 8.40 am and children are expected to assemble in the school yard between 8.30 and 8.40 at which point the doors are opened. One designated teacher and one SNA will be present in the yard from 8.30. Support Teachers will open 3 rear doors at 8.40 and supervise that area for 5 minutes. The children will walk independently to their classrooms to be met by the class teachers. Junior Infant parents may accompany their children to the classroom if desired. The rear doors will be closed by the Support Teachers at 8.45 and late pupils may then enter by the main front door.
2. **Yard Supervision Rota:** Emma McCabe is responsible for drawing up and updating yard Rota each term. It will be on displayed on Aladdin app. During break times, 2 teachers supervise the infant yard, 2 teachers supervise the 'big yard'. 1 non-SETANTA teacher supervises SETANTA for the main break to facilitate SETANTA teachers having a break with their colleagues. The SNA's look after the special needs children.
3. There will be a **First Aid** station with ice-packs and plasters and pupil toilets will be available at the central rear door. An adult must accompany injured children from the yard to the 1st Aid. A written record of potentially serious injuries will be kept in the '1st Aid Injuries' notebook and class teachers and parents/guardians will be informed a.s.a.p. if there is a head injury.
4. **Principal and Deputy Principal** open the entrance door @ 8.30 and supervise the entry of pupils. A rota of teachers will supervise the yard between 8:30-8:40 Class teachers receive the pupils in their classes.
5. **Class Teachers** bring the classes to the yard @ 10.10, 12.10 and home-time.

6. The **Yard supervising teachers** may have a short tea-break before the yard break in question with the neighbouring class teacher supervising their class and bringing the pupils to the yard. **In the event of a planned absence the teacher arranges to swap supervision duties.**
7. The **rules for break-time** are revised and reviewed regularly in class and at assemblies and should be well known / repeated often to the children. All classes have copies of the relevant rules.
8. Supervision of children on **wet days** will be carried out by the teachers on the Yard Supervision rota. Rooms 7 & 8 will provide their own supervision. The 1st Aid station will not operate these breaks.
9. **At 1.20 p.m. the Junior Infant children disperse** by collection from the classroom by a recognised adult and leave through the main front door exit. **Also at 1.20 p.m. the Senior Infant children disperse** by collection from the centre front exit by a recognised adult and leave through the same door. **At 2.20 p.m. the First Class children disperse** by collection from the centre front exit by a recognised adult and leave through the same door. **Also at 2.20 p.m. the 2nd Class children disperse** by collection from the main front exit area by a recognised adult. **The senior children (3rd - 6th) disperse** in an orderly manner and leave through their rear allocated exits. Teachers ensure an orderly dismissal and all classrooms are vacated at this time. **A teacher will be timetabled to supervise the 2.20 dispersal of pupils.** Uncollected children will be brought to the main office area. The designated SNA's will assist with late leavers for up to 15 mins.
10. **Misbehaviour at entry, leaving or break times** shall be dealt with as per our Code of Behaviour.
11. **The Board of Management accepts no responsibility for children before 8.40 am** and after pupils are dispersed at home-time. Children are supervised during both 1st and 2nd break and are expected to leave their classroom tidy at all exit times. On rainy days the children must remain in their classes and follow the "Wet Day" routine for breaks. The routine for each class must be clearly established by the class teachers.

4. References

- Code of Behaviour, 2011, TETNS
- Circular 18/03, Dept. Education and Science Primary Branch