



Supervision Policy

Introduction

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 when pupils are on the school premises during school time and during all school related activities which are approved by the school Principal and Board of Management. All teachers, as part of their contract, are 'in loco parentis' and have a duty of care to the pupils from the time pupils arrive on the school property until the time the pupils leave.

Legislation such as the Health, Safety and Welfare at Work Act place a duty of care and accountability on schools that must be underpinned by a policy covering all possible eventualities. Staff in Scoil Mhuire, Rathpeacon, will aim to uphold their 'duty of care' to the best of their ability. The supervision practices set out in this Supervision Policy represent best practice and as such, are what the staff in Scoil Mhuire, Rathpeacon strive to meet.

Parents/Guardians should note that while careful supervision is undertaken at all times during the school day, it is important to be aware that no arrangements exist for the supervision of pupils who arrive at the school before 9.00 a.m. when gates are opened or who remain in the vicinity of the school after school hours awaiting collection.

Relationship to the Characteristic Ethos of the School

This Supervision Policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils.

Child Safeguarding

All school staff act in accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and the school's **Child Safeguarding Statement**. It is of the utmost importance that such persons act in accordance with agreed policies and procedures in order to protect all parties involved.

Aims and Objectives

- To ensure that all staff members are aware of their duties/responsibilities regarding the supervision of pupils while in their care
- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard and while engaged in school related activities
- To observe and monitor behavioural patterns within and outside of the classroom
- To contribute to effective school management
- To comply with relevant legislation

Other Relevant Policies and Procedures

- Acceptable Use of ICT
- Administration of Medication
- Administration of First Aid
- After-School Activities
- Anti-Bullying
- Attendance
- Child Safeguarding Statement
- Code of Behaviour
- Enrolment Policy
- External Coaches, Teachers and Visitors
- Health and Safety
- Intimate Care
- One-to-One Teaching and One-to-One Activities -
- Physical Restraint and Intervention
- School Tours and Outings
- Special Educational Needs Policy
- Swimming

Supervision and School Opening/Closing Times	<p>Supervision of pupils begins at 9:00a.m. when school gates are opened. No supervision arrangements exist for pupils who arrive at the school before 9:00 a.m. Pupils must remain with their parents/guardians/carers until 9:00 a.m.</p> <p>There are no supervision arrangements for pupils who remain after school hours awaiting collection. This includes pupils who are brought to school by bus or who are collected by bus.</p> <p>Official School Start Time: 9.10a.m.</p> <p>Morning Break Times:</p> <ul style="list-style-type: none">• Juniors to 2nd Class: 10.40am to 10.50am• 3rd to 6th Class: 11.00am to - 11.10am <p>Lunch Times:</p> <ul style="list-style-type: none">• Juniors to 2nd Class: 12.30pm to 1.00pm (yard from 12.40)• 3rd to 6th Class: 1.00pm - 1.30pm (yard from 1.10) <p>Dismissal Times</p> <table><tr><td>Infant Classes:</td><td>1.50p.m.</td></tr><tr><td>1st - 6th Classes:</td><td>2.50p.m.</td></tr></table> <p>Parents/guardians/carers must not leave pupils unattended on the school premises.</p> <p>The Principal, on behalf of the Board of Management, regularly informs parents/guardian in letters/notes and texts each term that the school does not accept responsibility for pupils outside the above times.</p>	Infant Classes:	1.50p.m.	1st - 6th Classes:	2.50p.m.
Infant Classes:	1.50p.m.				
1st - 6th Classes:	2.50p.m.				

<p>Supervision</p>	<p>All teachers as part of their contract are ‘in loco parentis’ and have a duty of care to pupils at all times during which they are in the charge of the school i.e. from 9.10a.m. until 2.50p.m.</p> <p>Teachers who are on morning duty rota are in loco parentis from 9.00 a.m. and must be visible on the school yard or at their designated corridor/area/classroom at this time, as agreed and set out in the rotas prepared by the Principal and Deputy Principal that are on display in the staffroom.</p> <p>Teachers who are on the agreed evening duty rota are in loco parentis until 3.00p.m. and must be visible, wearing high visibility jacket, at their appointed place e.g. main school gate, side gate or at buses until this time, as agreed and set out in rotas that are on display in the staffroom. These teachers are advised to be in their appointed place promptly.</p> <p><u>A teacher must never leave his/her class unsupervised.</u></p> <p>SEN teachers and SNAs working with individual pupils outside of the classroom e.g. in SEN Rooms, the Sensory Room, school hall etc will always ensure that the child/children in their care are adequately supervised. (See further notes in the “One to One Teaching” section below)</p> <p>In the event that a teacher needs to leave their class, they will arrange adequate supervision.</p> <p>The school’s internal phone system should be used by teachers to minimise/eliminate the necessity to consult with other teachers/SNAs/school office etc away from their class.</p> <ul style="list-style-type: none"> • All staff must be on the school premises before 9.10a.m • Teachers who are on morning duty must be on the school yard or in their designated area at 9.00 a.m. sharp. • Teachers on yard duty, subject to rota system, make the decision about staying in or going out on wet days and days of inclement weather. • Pupils are supervised by their class teacher to the school playground and into the care of the teachers on yard duty. • When pupils are lined up after break, class teachers promptly collect their class and supervise them back to their classroom. • All supervision rotas are kept on file. If teachers swap their supervision duty with another teacher, this must be recorded by those teachers on the rota in the staffroom. <p>Note: If any teacher is delayed in the morning or at break-times, it is their responsibility to arrange with another teacher to have his/her class safely escorted to their classroom where they must be supervised until the class teacher returns.</p> <p>The teacher is obliged to supervise the pupils entering and leaving the classroom.</p>
---------------------------	--

Morning Assembly of Pupils	<ul style="list-style-type: none"> Teachers rostered for morning supervision must be on duty on the school yard or in the designated classroom/corridor/area at 9.00 a.m. Pupils can arrive from 9.00 a.m. when gates are opened. Supervising teachers, with the assistance of SNAs, will supervise the arrival of pupils as they walk directly from the school entrances to their classrooms. Further supervising teachers will be on duty in designated classroom/corridor areas. Electronic bell sounds at 9.10a.m.to signal the official start of the school day. All external doors are closed at 9.15am. Pupils who are late for school or who return to the school after an appointment etc. must enter via the main school door at the front of the building only. They should be escorted by their parent/guardian/carer where the secretary will record the time of arrival.
Supervision Rotas	<p>The Deputy Principal has responsibility for supervision duty rotas. These are all on display on the notice board in the staff room.</p> <p>Teachers must check regularly to see the days and times when they are on supervision duty.</p> <p><u>Morning Assembly Times</u></p> <ul style="list-style-type: none"> Morning supervision begins at 9.00 a.m. SEN teachers are on duty outside the school building - in the main yard and on the driveway in accordance with the agreed rota on display in the staffroom. SNAs also assist in supervising children as they make their way to their classroom. Class teachers are on duty in a designated area - typically one teacher supervises two classrooms in accordance with the agreed rota on display in the staffroom. <p><u>Break Times and Lunch Times</u></p> <ul style="list-style-type: none"> At present, typically three or four teachers (depending on the needs and age of the pupils: the greater the needs and the younger the pupils, the greater the level of supervision) supervise at each break time, assisted by a team of SNAs each of whom are fully trained in First Aid and are qualified First Responders. Classes have dedicated areas on which to play. These areas are clearly marked. Teachers on yard supervision duty are allocated an area of the yard to supervise as set out below. Duty rotas are on display in Staff Room.

Break Times and Lunch Times during Inclement Weather

- Duty teachers in consultation with the Principal/Deputy Principal make the decision about staying in or out in days of inclement weather.
- Children stay in their classrooms under supervision of the teachers on duty.

During the junior break:

- One teacher supervises 1st Class B (Room 1) and 2nd Class B (Room 2)
- One teacher supervises 2nd Class A (Library), 1st Class A (Room 4) and Senior Infants B (Room 5)
- One teacher supervises Senior Infants A (Room 6) and the Junior Infant classroom (Room 7)
- SNAs remain in their designated classroom.

During the senior break:

- One teacher supervises 3rd Class in the Main Building (Room 3)
- One teacher supervises 5th classes upstairs in Building 2.
- One teacher supervises 6th classes downstairs in Building 2.
- One teacher supervises 3rd and 4th classes in Building 3.
- SNAs remain in their designated classroom.

Inclement weather when already outside:

- If pupils are already in the yard and it rains, then the supervising teacher blows the whistle and duty teachers supervise as pupils return to classrooms.
- Infants and younger children will be sent in first to prevent accidents/getting lost etc.
- Inclement weather duty arrangements come into operation.

Dismissal Times

- Infant classes are supervised by their class teacher to the main school gate at 1.50pm.
- Infant teachers remain with their pupils until a designated adult collects them.
- Two teachers are on supervision duty at 2.50p.m. as pupils from 1st to 6th class exit the school grounds. **These teachers are advised to be in their appointed place promptly.**
- Each of the two staff members has a designated point of supervision:
 1. On the driveway leading to the main school gate
 2. At the gate on Sweeney's Hill as the pupils exit the school grounds
- Class teachers supervise their pupils to within sight of the supervising staff on evening supervision duty.

Pupils who return to the school to find items they may have left behind should always be accompanied by a parent/guardian/carer and always report to the school office first.

<p>Supervision at Break Time</p>	<p>At the beginning of 'small break' time:</p> <ul style="list-style-type: none"> • A hand bell is rung to mark the beginning of 'small break' (at 10.40 and at 11.00) and pupils prepare for exiting their classrooms. • Yard duty teachers go promptly to the playground. • Pupils line up in their classroom. • Teachers remind pupils to have their coats, lunch etc as they will not be allowed to return to their class to get them during break. • Class teacher checks that no pupils are left behind in the classroom, classroom toilets or cloakroom area. Children are not allowed to remain in the classroom unsupervised. • Teacher supervises children to the yard and to within sight of the supervising teachers. • If supervising teachers are late to the yard, a class/SEN teacher must remain present until supervising teachers arrive and take over. • Pupils are not allowed to leave the playground or go back into the school building for any reason other than going to the toilet (with the permission of a teacher and only if absolutely necessary as this causes problems with supervision). • Pupils must only use the disability access toilet in Building 3 at break times as this is closest to the school yard. <p>At the end of 'small break' time:</p> <ul style="list-style-type: none"> • Electronic bell sounds. • On arrival of class teachers, the supervising teacher blows a whistle, pupils walk to their class area and line up on coloured dots under the supervision of yard duty teachers with the help of the SNAs. • Meanwhile, teachers leave the staffroom promptly to collect their pupils and supervise them in from the yard. <p>Class teachers will be aware of particular children or situations that may need close attention/ supervision. In this regard, they will know where best to place themselves when escorting their class in and out of the school. Children should stop and wait for their class teacher at designated points as they return to the school building.</p>
<p>Supervision at Lunch Times</p>	<p>Class Teachers on yard duty will be relieved by SEN teachers 5 minutes before the start of lunch time (i.e. 12.35 and 12.55) to allow them to have their lunch.</p> <p>At the beginning of each lunch time:</p> <ul style="list-style-type: none"> • Electronic bell sounds. Pupils eat their lunch in the classroom under the supervision of class teachers (or SEN teachers in the case of class teacher being on yard duty.) • Pupils have the opportunity to use the toilet. <p>After 10 minutes:</p> <ul style="list-style-type: none"> • Electronic bell sounds and pupils prepare for exiting their classrooms. • Yard duty teachers go promptly to the playground.

	<ul style="list-style-type: none"> • Pupils line up in their classroom. • Class teacher/supervising teacher checks that no pupils are left behind in the classroom, classroom toilets or cloakroom area. • Teachers remind pupils to have their coats, lunch etc as they will not be allowed to return to their class to get them during break. • Teacher supervises children to the yard and always to within sight of the supervising teachers. • If supervising teachers are late to the yard, a class teacher or SEN teacher must remain present until supervising teachers arrive and take over. • Pupils are not allowed to leave the playground or go back into the school building for any reason other than going to the toilet (with the permission of a teacher and only if absolutely necessary as this causes problems with supervision). <p>At the end of each lunch break:</p> <ul style="list-style-type: none"> • Electronic bell sounds. • On arrival of class teachers, the supervising teacher blows a whistle, pupils <u>walk</u> to their class area and line up under the supervision of yard duty teachers with the help of the SNAs • Meanwhile, teachers leave the staffroom promptly to collect their pupils and supervise them in from the yard. <p>Pupils <u>are not</u> permitted to return to their classroom without permission during lunch time.</p>
Playground Protocol	<p>Please also refer to both the school's Code of Behaviour and Anti-Bullying Policy</p> <p>Supervising teachers must not leave the playground while on yard duty.</p> <ul style="list-style-type: none"> • Pupils are not allowed to leave the playground or go back into the school building for any reason other than going to the toilet (with the permission of a teacher and only if absolutely necessary as this causes problems with supervision). • Pupils must only play in their designated class area. • Reckless chasing and boisterous play is prohibited. • Ball playing is allowed at the class teacher's discretion. Junior classes are allowed a maximum of two balls per class. Each class has a supply of balls suitable for yard time and for their class level. Yard duty teachers may choose to take the ball away from a class if the play is deemed to be unsuitable or too rough etc.
Use of Toilets During Break Times	<ul style="list-style-type: none"> • Pupils may go to the toilet in the ten minutes during eating time in the classroom but not during playtime in the yard unless absolutely necessary as this causes problems with supervision. • Exceptions may be made in the case of infants or older pupils at the discretion of the supervising teacher. • Pupils must request the permission of a teacher and report back to the same teacher afterwards. • Pupils must only use the disability access toilet in Building 3 at break times as this is closest to the school yard.

	<ul style="list-style-type: none"> • Pupils may not return to their own classroom during breaks to use the toilet. • Pupils are permitted to go to the toilet at any other time throughout the school day.
Classroom Teaching	<p>Please refer to the school's Child Safeguarding Statement and Child Safeguarding Risk Assessment.</p> <p>The class teacher (or other registered teacher employed by the school) must always be present to supervise his/her class. This applies even where an SNA is present in the room or the area or venue where school activities are taking place. In the event that a teacher needs to leave their class, they will arrange adequate supervision.</p> <p>The school's internal phone system should be used by teachers to consult with other teachers/SNAs/school office etc. This minimises/eliminates teachers being away from their class unnecessarily.</p>
One-to-One Teaching and other On-to-One School Activities	<p>Please refer to the School's Policy on One to One Teaching and School Activities.</p> <p>One-to-one teaching and activities will take place when it is deemed to be in the best interest of the child. When one to one teaching and activities take place, class teachers, Special Education Needs teachers and SNAs must ensure that:</p> <ul style="list-style-type: none"> • Parents/guardians of a child who is to be involved in one to one teaching or activities will be informed of these arrangements at a meeting at the beginning of each school year, usually where a child's Support Plan is being devised. • One to one teaching and activities take place in an environment that is safe for both the child and the staff member. • The SEN teacher or SNA will always inform the class teacher when he/she is taking a child to the Sensory Room or for other agreed one-to-one activities. • The staff member and the pupil will be visible through a glass panelled door and/or door slightly ajar, so that the occupants are visible at all times. • A copy of the SEN teacher's timetable will be made available to the principal and class teacher and will be on display in the classroom. • Concerns arising from one-to-one teaching or activities will be made immediately known to the Principal. • Where a child becomes highly disregulated and is at risk of harming him/herself or others it may be necessary, in the interests of the safety, to bring the child away from the class to an alternative setting, including the school's Sensory Room to work with him/her one to one. • The child will not be left unsupervised at any point. • The Principal will be informed at the earliest possible opportunity.

Dismissal of pupils at the end of the school day.	<ul style="list-style-type: none"> Junior and Senior Infants are supervised by their class teacher to the main school gate at 1.50pm. The class teacher remains with infant pupils until a designated adult collects them. First to Sixth Classes are supervised from the school by their class teacher to within sight of the teachers on supervision duty at 2:50pm. Pupils who travel on buses are supervised from the classroom into the care of the bus driver. Supervising teachers, with the assistance of SNAs will supervise pupils to the gates of the school. Teachers on supervision duty stand at designated points (on the path leading to the main school gate and at the gate on Sweeney's Hill) as the pupils exit the school grounds. Pupils who have not been collected on time should remain with the supervising teacher who contacts parents and keeps the child at the school office until they are collected. Older pupils who may be waiting for parents at other points are encouraged to return to school property immediately if no one is there to collect them. Parents will be contacted.
Teachers on EPV Days	<ul style="list-style-type: none"> Prior to taking an EPV day, the teacher must inform the Principal and ensure that adequate work is prepared for the class. Teachers must prepare a list of the pupils in the class and outline clearly which classroom each pupil must go. A copy of this list must be given to the Principal, Deputy Principal and to the school secretary. This is so that the pupils may be located easily during the school day. Pupils may be told in advance which classrooms they will be going into. Pupils should assemble in their classroom on the morning their teacher takes an EPV day where they will be supervised by the teachers on duty. At 9.10am, a designated teacher will arrange for the safe dispersal of the pupils to the various rooms. Class teachers will assume supervision of these pupils throughout the day as they would their own class. Pupils whose teachers are on an EPV day should line up with their 'adopted' class after each break during the day.
Extra Curricular Activities	<p>Please see the school's Policy on External Coaches, Teachers and Visitors.</p> <p>Qualified coaches visit the school regularly to provide classes in Speech and Drama, Gymnastics, Music and GAA Skills and in other curricular areas from time to time.</p> <p>Note: The class teacher must never leave their class unattended. This applies even where an SNA is present in the room, area or venue where school activities are taking place. Under the school's Safeguarding Statement, the class teacher (or other registered teacher as agreed with the Principal /Deputy Principal) must always be present, and especially when visiting teachers/coaches etc are working with their class.</p>

Accidents and Sick Children.	<p>Please refer to the school's Administration of First Aid Policy and Administration of Medication Policy for comprehensive details.</p> <ul style="list-style-type: none"> • A priority list of children with severe allergies/medical conditions, along with the child's photograph, is on display in the school Staff Room. (Parents/guardians will have given consent for this first). • Parents/guardians of pupils with long term medical needs or illnesses are asked to complete a form outlining the illness and routines necessary while the child is in the care of the school. • Detail of each child's allergy or medication is kept on file in the school office and on the child's profile page on Aladdin, the school's data system. • Class teachers and relieving/substitute teachers will be made aware of this via a red diamond next to the child's name. • If accidents occur during break/playtimes the child should be brought to the SNA on First Aid Duty. The supervising teacher must be informed if they are not already aware. • All accidents and the treatment given must be recorded on an Accident/Incident Report Form by the assigned SNA and signed off by the supervising teacher. These forms are kept in the Accident/Incident Folder in the main school office. • Minor cuts and bruises are treated by the SNAs (who are all qualified First Aiders) by washing with saline or plain water as appropriate. • Any knocks to the head will be reported to the parent <u>without exception.</u> • Serious injuries are dealt with immediately by informing the Principal and contacting parents who take the child home or to a doctor. • If parents cannot be contacted, the principal and a colleague will take the injured child immediately for medical help. • Teachers must always err on the side of caution in dealing with injuries.
Supervision of Sick Children at Yard Time	<p>Please refer to the school's policies on Administration of First Aid and Administration of Medication.</p> <ul style="list-style-type: none"> • Only children with a letter or note from their parent/guardian may stay inside at yard time. • Pupils who have a note sit outside the secretary's office where they are supervised by Catherine O'Sullivan (secretary) until break time is over. • If Catherine needs assistance, she will alert one of the teachers in the nearby staffroom. • After breaktime they rejoin their class.
Use of Toilets (to include Intimate Care Needs)	<p>Please also refer to the school's Policy on Intimate Care</p> <ul style="list-style-type: none"> • All classrooms have toilets at the back of the room. Therefore pupils do not need to leave their classroom to go to the toilet. • Pupils must always ask the permission of the class teacher or supervising teacher when they need to use the toilet.

	<ul style="list-style-type: none"> • In some classrooms, teachers use their own system e.g. toilet passes or sign in sheets to monitor use of the toilets and minimise class disruption. • <u>Only one pupil is allowed into a toilet cubicle at a time.</u> • Pupils should be encouraged to use their classroom toilet prior to going to the yard or to the hall for activities. • Pupils who need to use the toilet during yard activities may not return to their own classroom but must use the disability access toilet in Building 3. • Pupils who need to use the toilet during activities in the hall must use the toilet in one of the classrooms nearest the hall. • If a child needs to use a toilet when attending special education class, they should be brought to the nearest classroom while the SEN teacher waits outside the room.
Access to Buildings.	<p>See school Policy on External Coaches, Teachers and Visitors</p> <ul style="list-style-type: none"> • Access to each school building is by a security fob or keypad. • All visitors, including parents, must first report to the secretary at the school office. • Pupils: Line up in the playground at their assigned class area and enter appointed doors, supervised usually by their class teacher. • Teachers should aim to be first in and last out of the classroom. • Staff Entry: Staff normally enter via the main door of the building they work in and 'sign in' in their relevant 'Sign In Book.' • Each class has been allocated a door to use to facilitate quick and easy entrance to and exit from the school. All external doors are closed at 9.15 a.m. at which point a fob is needed to access all school buildings.
Private transport arrangements between parents and bus company to transport pupils to and from school	<ul style="list-style-type: none"> • The bus service that brings pupils to and from our school each morning and evening is a private arrangement between parents and the bus company. • The school does not provide supervision of pupils while on these buses. • The school does not accept responsibility for the behaviour of children or incidents that happen when travelling to or from school on the bus. • Any complaints with regard to behaviour of children or incidents on the bus should be brought to the attention of the driver/bus company and not to the attention of the school.
Attendance	<p>See the school's Attendance Policy.</p> <ul style="list-style-type: none"> • Attendances must be recorded daily by the class teacher, Deputy Principal or Principal on Aladdin, the school data system, before 10.10am. • Short term substitute teachers report attendance to the school secretary who may record attendance at the school office. • Attendance should not be recorded by other staff members. • Attendance records are official documents and must be recorded accurately. • Attendance records may be requested by Gardaí, the N.E.W.B., Tusla, the courts, representatives of the Department of Education or other Government bodies. • The secretary logs times in which pupils arrive late to school or are collected early. This information is stored on the Aladdin school data system.

Class Tours and Outings	<p>See Policy on School Tours and Outings.</p> <ul style="list-style-type: none"> • The Principal should be informed of class trips prior to the date of the trip. • The Principal will in turn inform the Board of Management. • Permission must be sought from parents/guardians for trips outside of the school. This is done online through Aladdin Connect. • The Principal, in consultation with the class teacher, is responsible for ensuring that supervision is adequate. • Buses are booked for school activities and class trips away from the school. • Teachers ensure all children remain seated and wear their seat belts. • The school Code of Behaviour and all relevant school policies apply on school outings.
Early Collection of Pupils	<p>Please refer to the school's Attendance Policy</p> <ul style="list-style-type: none"> • Parents/guardians who wish to collect their children early from school should inform the school office or class teacher in advance by way of Aladdin Connect message, a written note or a phone call. • When collecting a child early, parents/guardians must first report to the school office and wait there. Catherine, the secretary, will notify the class teacher that the parent/guardian has arrived and a staff member will bring the pupil to the office. • Pupils may be collected from the school reception area only where they are signed out by the parent/guardian. • Under no circumstances may a child leave the school grounds unaccompanied during the school day. • The date, time and the reason why the child is being collected early is recorded by the adult collecting in the Sign-Out Book and is later recorded on Aladdin, the schools data and information system by the school secretary.
Fire drill	<p>Please refer to the school's Health and Safety Statement.</p> <ul style="list-style-type: none"> • Continuous ringing of the emergency bell/electronic bell signals a fire drill/fire. • A fire drill takes place once a term. • Teachers should familiarise themselves with Fire Drill Protocol at the beginning of each year. (See copy of fire drill procedure displayed in Health and Safety Statement file). • Teachers supervise all students in their care to the designated assembly point via appointed exits. • Teachers ensure that their classroom is fully evacuated and that no pupil is left behind in the class toilets or cloakroom area. • Classes remain assembled until rolls have been called and instruction is given to return to the building. • Teachers should discuss evacuation drill with their classes at the beginning of each term. • A class list is kept in a display pocket inside the door of each classroom. • Teacher is last out of the room and brings the Class List with them.

Medication	<p>Please refer to the school's Policy on Administration of Medication</p> <ul style="list-style-type: none"> • Any medicines kept in the classroom must be kept securely in the drawer of the class teacher's desk (or safe place out of children's reach) • Where a pupil has medication, this must be reported to class teacher at the beginning of school day. • Medicines will only be administrated with written permission from parent/guardians. • Inhalers: All pupils must inform their class teacher if they are carrying inhalers to school and must have signed request from parents to use them during school day. A child with an inhaler may only use them in the presence of the class teacher. • No medication should be in child's possession without class teacher knowledge.
Pupils going on errands and moving between buildings for SEN etc.	<ul style="list-style-type: none"> • The internal phone system should be used for messages to other classes, to the office or Principal. • Where a teacher requires something from the school office the teacher should, in the first instance, use the classroom phone and ask the secretary to assist. • When it is necessary to go on an errand to another classroom or to the office, children should be sent in twos. • Teachers must be extra vigilant if pupils are sent on an errand and have to move from one building to another. Ideally, the teacher should phone ahead of the pupils leaving their room and alert the other teacher that the pupils are on the way. • The age of the pupils must always be taken into consideration. Junior pupils (Junior Infants to 2nd Class) must not be sent on errands to outer buildings. The assistance of an SNA or the school secretary should be sought. • SEN teachers must collect SEN pupils from their classroom and escort them to SEN rooms. This is to ensure a high level of supervision at all times and to minimise the risk of harm. • Pupils should never be sent on a message/errand outside of the school grounds.
Swimming Lessons	<p>Please refer to the school's Policy on Swimming</p> <ul style="list-style-type: none"> • Class teachers and SNAs where appropriate, accompany pupils to the swimming pool on a bus arranged by the school. • One teacher supervises the boys' changing room. • One teacher supervises the girls' changing room. • Parents/guardians of pupils with additional needs may also be present. • Teachers supervise pupils from the dressing rooms to the pool side into the care of swimming instructors. • Teachers, ensure no child is left in the changing room or toilet area. • During swimming lessons, teachers and any SNAs present sit in the viewing area where they can see the pupils in the pool. • When lessons are over, teachers go back to the dressing rooms to supervise pupils as they prepare for the journey home. • Prior to swimming lessons, a letter outlining arrangements is sent to each parent/guardian of children going to the pool.

Security on the School Premises	<p>Please refer to the school's Health and Safety Statement.</p> <ul style="list-style-type: none"> Access to the school is through the main door where a buzzer system is in operation. A fob system/security key pad is in place on all external doors in each of the three school buildings. All parents/guardians and visitors to the school are required to report to the school office. See Policy on External Coaches, Teachers and Visitors to the School. School staff and pupils must ensure that all external doors are closed properly in the morning and after break times. Teachers are responsible for securing their classroom at the end of the school day. All windows should be closed and appliances powered off. All external doors should be locked when teachers or other staff are working after hours. The second last teacher should inform the last teacher when leaving the building in the evening. Please refer to the school's Policy on Lone Working. The last teacher to leave should ensure the office is locked, the blind closed and the alarm set when leaving, if the cleaners have not yet arrived. The computer should be shut down and the photocopiers turned off. The side gate on Sweeney's Hill is closed at 9.15a.m. The pedestrian gate to the steps of the Community Centre is closed at 9.15a.m. and after school. The main gate is closed every evening when the last person leaves. CCTV is in operation at all times.
Substitute and Student Teachers	<p>Substitute and student teachers will be made aware of school policy on supervision. Substitute and student teachers must adhere to all school policies.</p> <p>Substitute and student teachers should always refer the following to the Principal and/or Class Teacher:</p> <ul style="list-style-type: none"> Any child safeguarding issue Accidents Administration of medicine Class conflicts Parent/guardian issues - notes/meetings/concerns etc Sick pupils.
Unexpected Teacher Absences	<ul style="list-style-type: none"> At the beginning of each school year, each teacher prepares work for their class to cover in the event that the teacher is absent unexpectedly from school. It is the teacher's responsibility to ensure that the work is updated as necessary. Each teacher will also provide a list of the class and the rooms to which each child should go in the event that the class needs to be split up. Teachers may email work for their class to the school office if they are in a position to do so.

	<ul style="list-style-type: none"> Where a teacher is ill or absent unexpectedly, he/she will notify the Principal (or Deputy Principal in the event that the Principal is not contactable) so that alternative supervision may be put in place as soon as possible. The Principal will endeavour to employ a substitute teacher, in line with Circulars from the Department of Education and Skills although this may not always be possible. Many short term absences are not substitutable and oftentimes, substitute teachers are not available. Where there is no substitute cover, the class will be divided amongst the other classes in the school.
Traffic Management on the School Campus.	<ul style="list-style-type: none"> Vehicles are not permitted onto the school campus without the express written authority of the Board of management. A request for such permission must be submitted in writing to the secretary of the Board of Management for consideration by the Board. During times of school shows and other such events, parents/guardians will be informed well in advance of parking arrangements. All drivers must obey the instructions of the caretaker or other school personnel when driving onto or parking on the school campus. Staff cars must be parked in the staff car park in an orderly manner. Cars should not impede or block the entrance/exit of emergency vehicles at any time. Only vehicles displaying a disability access sticker may park in the disability spaces.

Success Criteria and Review

Adequate, prudent supervision of all pupils during school opening hours and during all school activities.

Ratification and Communication

This policy was reviewed and ratified by the Board of Management at its meeting of November 23rd, 2015. It was updated and ratified by the Board of Management at its meeting of March 5th 2018 and again at its meeting of February 4th, 2020. Covid-19 amendments to the policy were ratified by the Board in May 2021. The policy was amended and updated in October 2021 and again in February 2023. It has been communicated to all staff. It is available to parents/guardians and the wider school community on our school website *rathpeacombs.com*.

It will be reviewed after there has been a material change in any matter to which this document refers.

Signed: Ellenade
 Chairperson Board of Management
 Date: 09.02.23

Signed: Susanna O'Neill
 Principal/Secretary to the Board of Management
09.02.23

