



Lackamore NS Supervision Policy

This policy was developed by the Managers of Lackamore National School in 2018 and reviewed in 2022 by the Board of Management. Its purpose is to provide information and guidelines to parents/guardians in relation to the supervision of the pupils in our school.

1. Introduction

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care. Supervision of pupils in classes under their control is an integral part of a teacher's professional duties and contract of employment.

The school acknowledges that adequate supervision is intrinsic to the safety of children in our school. The teachers accept that they have a duty of care over pupils during school hours.

The Principal and staff of Lackamore National School have formulated this policy on supervision. This policy is reviewed annually and has been approved by the Board of Management/Managers.

This policy outlines the supervision practices in our school, especially in the areas of Collection and Dismissal, Assembly, Lunch Breaks, arrangements for specific school outings and arrangements for allowing individual children to go home early.

2. School Hours:

Lackamore National School opens to receive pupils at 9:05. No responsibility is accepted for pupils before that time. Classes commence each day at 9:20. Classes end each day at 2:00 for Junior and Senior Infants and 3:00 for 1st-6th class. Children who do enter the school grounds before 9:05 should sit in the classroom. No games should be played at this time. From 9:05 until 9:20 children are supervised on the yard or in the classrooms if it is very wet.

3. Assembly

When assembly of all pupils is taking place, all pupils will gather in one allocated room in the school and all teaching staff will be present.

4. Collection/Dismissal

Teachers are responsible for seeing their pupils off the premises each evening at home time. Teachers accompany their class to the door. Pupils line up inside the gate. Pupils are then supervised by the teacher on duty until they are collected. Parents must collect children from the school gate. Children are not allowed to cross the road on their own. It is the responsibility of parents/guardians to make arrangements for the collection of their children at 3.00pm. Lackamore National School does not accept responsibility for pupils after this time.

5. Lunchtime Supervision:

- Morning Break:

Morning break begins at 11.00am, and lasts for ten minutes. Two members of staff supervise the yard at this time. No child may enter the building without permission at this time. Each teacher collects his/her class at the door once the bell rings.

- Lunch Break:

Lunch begins at 12:30 and lasts for thirty minutes. As a rule, all children remain inside for the first ten minutes to eat. Each class is supervised by a member of staff at this time. Two members of staff supervise the yard during lunch break. No child may enter the school building without permission at this time. Each teacher collects his/her class at the door once the bell rings.

6. Classroom:

During class time, children are supervised at all times by the class teacher, either in the classroom or in another location where education is being delivered. This continues to be the case when an external coach/trainer/teacher is coaching or teaching the class to supplement the curriculum. If the teacher is absent from the room for a short period, the special education teacher will supervise the class until he/she returns.

7. Wet Days:

On wet days, children go to the shed/the outdoor area and are supervised by the teacher and SNA on yard duty. If the weather is too bad children remain in their classrooms where they complete an activity at their desks. Children are supervised by the teacher and SNA on yard duty.

8. School Tours:

Taking into account the age and interest of the children and the curriculum being covered, School Tours will be arranged by the school at various times to present the children with opportunities to further their education in a different environment. Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:- Road Safety; Behaviour on Bus, Risks posed by particular venues (e.g., adventure playgrounds etc.). The minimum supervision ratio will be 15:1 (adult).

9. External School Outings e.g. Football/Hurling Training/Matches/Swimming etc.

During the year, children will be involved in football/hurling training and matches and engage in an eight week course of swimming lessons each year, beginning in January. These are school activities and will be supervised by school staff.

Pupils will either travel by privately engaged bus or in car driven by volunteer parents/guardians (subject to certain conditions).

Before any parent/guardian drives any pupil to an external school outing, the following will apply:-

- i. The written consent of parents/guardians will be obtained to their children travelling with parents/guardian;
- ii. All such parents will be Garda vetted
- iii. Two adults will travel in each car, preferably one staff member and one parent/guardian;

- iv. Parents/guardians will be trained in child protection procedures

Supervision in the changing rooms will be done by staff members and parents with Garda Vetting.

10. Temporary Withdrawal

On occasion, it may be necessary for a guardian/guardian to withdraw a child from the school for a short period of time, for example for a medical/dental appointment. Should children have to leave the school for any appointment, written consent is necessary.

In this instance, is the responsibility of the parent/guardian to collect the child from the class and, to ensure the continuity of care, to return the child to the classroom afterwards. Parents/guardians are discouraged from leaving their children off at the school gate and letting them return to class alone.

This policy was reviewed by the Board of Management in February 2023

Signed Michael Lene Chairperson, Board of Management

Date 1/2/23