



Our Lady of Fatima Special School

Roll No.	19266T
Principal Teacher	Glenda McKeown
Policy	Supervision Policy
Date created	November 2009
Date reviewed	March 2017; May 2018; April 2022.
Date reviewed	September 2023; 25 th September 2024
Approved by	<i>Richard Gleeson</i>
	Chairperson, Board of Management
Date for review	Annually

Our Lady of Fatima



Supervision Policy

Introduction

This policy was formulated by all staff in consultation with the Board of Management.

Rationale

This policy is a review and amendment of an existing policy. As a school staff we accept the duty of care, which devolves to us. In our School we make every effort to ensure that the students given into our care are adequately supervised. It was framed bearing in mind the practices laid down by Child Protection Procedures for Primary and Post Primary Schools 2023.

Rules and Responsibilities

- The Deputy Principal is responsible for drawing up and updating the supervision rota.
- In the event of a PLANNED absence the person arranges for someone else on the rota to swap supervision duties.
- In the event of an UNPLANNED absence the Deputy Principal arranges for another person on the rota to swap duties and supervise.
- In the event of someone failing to appear for their planned duty an SOS should be sent inside, and the duty will be covered immediately.
- All students in Junior Primary and those who may require medication will be issued with hi-vis tops. Those on duty should ensure that medication is brought outside and returned to the staff room immediately following break end. Medication should never be left unattended. Supervision staff must include a designated staff member who will administer medication.
- Zones: The supervised areas are divided into ZONES as follows:
 - Zone A - Basketball court/Sensory Garden
 - Zone B - Playground
 - Zone C - Front of school and area to gate (T zone/junction).1 member of staff should always be present in each area.

- SNAs will provide staff on duty with a list of games/activities.
- No more than 10 students in court (zone A) when playing basketball (5 a-side) (refer to "COURT RULES" document devised by staff and students).
- Reduce running on rainy days

Policy Statement

- **Arrival:** The school will open to receive pupils from 8.50 am. No responsibility is accepted for pupils arriving before that time. Bus Escorts will supervise students on bus if bus has arrived early/before 8.50am. At 8.50am students will be supervised in 2 areas: Area 1 for VT, PP5 and PP6 students; GP Room for students from JP to PP4 classes. Students will be dismissed at 9am and can go to classrooms where they will be welcomed by classroom staff. Students who may be at risk from misbehaviour or medical conditions remain until collected by a staff member.
- During break time teachers and SNAs supervise the yard.
- On wet days the supervisors patrol the classrooms.
- Rules for during these times are revised and reviewed regularly and are well known and repeated often to the students.
- AT NO TIME MAY STUDENTS USE OR BE ON COMPUTERS OR LAPTOPS DURING WET PLAY TIMES unless under supervision.
- When the bell rings all classes line up and wait with the supervisor until their teacher returns.
- During lunch time the same system operates outside while the students in classrooms are supervised by staff.
- **Dismissal:** School ends each day at 2.40 p.m. The School Bell will alert students to meet at reception area and proceed to bus when permitted to do so - a staggered approach to dismissal (health & safety grounds). There are 3 routes/groups which allow for an organised, calm and safe approach. Therefore there are 3 bells: 2.20pm - Route/Group A; 2.30pm - Route/Group B; 2.40pm - Route/Group C, which also indicates the end of school day. Students should ready themselves and proceed to designated areas at front of school and await their bus, which route bell rings. Teachers supervise in class at all times, ensuring orderly exit from class. Students should not be dismissed from their classroom until their bus route bell has rung. Students are always supervised by Principal/Deputy Principal at front of school, while awaiting collection.
- Parents/guardians/carers who wish to escort their children to school, must escort them to the front door and must not do so before 8.50 am. Child must also be collected from front door at 2.40pm on dismissal. School cannot accept responsibility for looking after children after that time.
- Bus Escorts then ensure an orderly exit, leading their group FROM THE FRONT in single file.

- During periods when outside teachers, instructors, coaches are working with part of a whole class, or a group of classes, a teacher should always remain with the students.
- In a similar fashion, when out of school, whether on short walks or longer occasions e.g., Sports Days, outings, Horse-riding etc. groups of students should remain under the supervision of the teacher.
- Overnight or trips out of the country, require careful selection of students and of destination, accommodation on where students will be roomed together, in approved hotels on the same floor, good staff/student ratio, paperwork covering parental permission, emergency situations and medical background.
- Where possible, when students are not in classrooms, they will be supervised in open areas in full view of passing members of school community or in rooms where staff member and student will be visible through a glass panel in door and/or the door slightly ajar. (See Policy Statement on One-to-One Teaching/Instruction)

First ratified by the Board of Management on 26th November 2009.

Reviewed on: 28th March, 2017

Reviewed on: 29th May, 2018

Reviewed on 6th April 2022

Reviewed on 25th September 2024

Signed: 
Chairperson B.O.M.