

# The Red Door School



## Supervision Policy

**Approved by Board of Management:** TBC

**Next Review date:** Sept 2018

**Signed:** \_\_\_\_\_

**(Chairperson of the Board of Management)**

# Supervision Policy

In accordance with the Department of Education and Science guidelines, the Staff of The Red Door School undertakes the supervision of all our pupils when they are on the school premises, during school time and / or on school activities / outings.

The school opens to receive pupils from 9:20am and the official class finish time is 3pm. The school accepts no responsibility for children on the premises outside these hours.

Accordingly, it is the responsibility of all teaching and SNA staff individually and collectively to provide a duty of care at all times towards our pupils in the school including periods of supervision.

The following arrangements have been made in reference to the Children's First Guidelines and Stay Safe 'Best Practice in Child Protection Guidance for Schools' manual. It is important to note that while every effort should be made to adhere to agreed best practice; in the event of an emergency or unforeseen circumstance all arrangements may not be possible or practicable. In such instances staff should first of all refer to the Class Teacher or School Principal for guidance.

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### **1. Supervision within the school building**

The Class Teacher has the designated responsibility for the safety of children within the classroom and will create a timetable for SNA staff and students to accommodate adequate and appropriate supervision of all pupils based on their needs. Class teacher must know where all staff and pupils are at all times and must be informed of instances where a child or staff member leaves the classroom.

# Supervision Policy

## 2. Supervision during lunchtimes.

Generally supervision during children's lunchtimes will be carried out by SNA staff. The class teacher will determine the location that the class will eat their lunch and be responsible for creating a Break/Lunchtime supervision schedule which is shared with all members of staff. It is best practice that there will be a minimum of 1 staff to 3 pupils; however class teacher may allocate additional staff if a need is determined by a child's programme or behaviour support plan.

## 3. Supervision in the absence of Class Teacher/SNA staff

It is not possible to source a substitute teacher for all kinds of leave, it is therefore essential that the class teacher creates a document which will be shared with the classroom team and school principal outlining instructions and supervision arrangements for the day.

For community visits and yard times the classroom will link up with another classroom.

It is imperative that in instances of teacher absence every arrangement necessary will be made to ensure that the classrooms regular routine and activities are adhered to for continuity of the pupil's programs. If issues arise in class teacher's absence refer to school Principal.

A list of approved relief staff for both class teachers and SNA staff is kept on file by the Principal and Deputy Principal. If the absence is substitutable the Principal/Deputy Principal will make attempts to source a substitute staff member for the day. If this proves unsuccessful then staff will be redeployed from other classrooms to ensure appropriate supervision can be accommodated. Each staff teacher is responsible for creating a risk assessment for the operation of the class on days where there are staff shortages. Risk control measures may include; suspension of community visits, changes to class schedule to include additional group activities, changes to staff break schedule to ensure adequate supervision etc.

## 4. Supervision of children at Yard Times.

Each classroom will have the following allocated times for the children to have access to yard and playground. Breaks for staff will be staggered between these times to allow for adequate pupil supervision.

Time	Junior Classes	Senior Classes
<b>Small Break</b>		
10:50	Snack	Yard
11:00	Yard	Snack
<b>Big Break</b>		
12:30	Aistear/Lunch	Yard
1:00	Yard	Lunch/Games and Activities

## Supervision Policy

Responsibility for our pupils going out to the yard remains with the class teacher until it has been established that the teacher on yard duty is in situ. The teachers and SNA staff on yard duty are responsible until the class teacher and returning staff have resumed duty. On outdoor duty 1 Teacher will be allocated to supervise during these times. Ratio of staff to pupils will be no fewer than 2 staff to 6 children. The classroom teacher will allocate a yard duty rota for SNA staff in each classroom; this will be displayed on the noticeboard of each classroom. In the event of the designated Class Teacher's absence the paired class teacher will cover yard duty.

Teachers will do duty on a rota basis. This rota shall be prepared monthly by the Deputy Principal. A copy of the rota will be supplied to the Board of Management.

There shall be no less than 2 staff members at any time in the garden. Additional garden time can be allocated by Class Teacher with approval from Principal into classroom timetable and can accommodate pairings or small groups of children in the garden with 2 or more staff members.

Staff should utilise yard time as opportunities for learning and be proactive with interacting, assisting and facilitating play between the pupils.

### 4.1 Indoor Yard

Each class teacher should provide clear instructions on activities for the classroom in the event of weather conditions preventing use of garden. In this instance classes may return to their classrooms to carry out designated activities under supervision of SNA staff. It is best practice that there will be a minimum of 1 staff to 3 pupils; however class teacher may allocate additional staff if a need is determined by a child's programme or behaviour support plan. When indoor yard duty occurs all teachers and staff on duty shall supervise the areas in which they are based according to the written rota on class noticeboard. The teacher on duty shall determine whether children go to the yard. When a decision has been made to remain inside this decision should not be changed.

### 4.2 Accident in Yard

In the event of an accident or where a child becomes sick, an SNA on yard duty will bring in the child and implement the school policy as necessary i.e. relevant first aid treatment is applied or a parent is phoned to collect the child as appropriate.

In the event of a head injury the SNA requests that the secretary or principal makes a call home as per school policy and an incident report is filled in.

## **5. Supervision of Children during Community outings and trips.**

## Supervision Policy

It is the responsibility of all teaching and SNA staff individually and collectively to provide a duty of care at all times towards our pupils in the school including periods of supervision. Class teacher has the responsibility of the safety of children at all times and will assign SNA staff to individual or paired children to supervise while out in the community. Once assigned to a child or pairing of children the staff member must be vigilant of pupil/pupils at all times and ensure to follow through on child's programme or individual behaviour support plan if relevant. Class groups must stay together at all times and all staff and pupils must be visible to the Class Teacher.

1 SNA staff member will not be assigned to more than 2 children when out in the community. Substitute or work experience staff will not be assigned 1:1 responsibility for a child out in the community, in these instances a fulltime staff member will also be delegated the responsibility to be vigilant of this child.

It is the responsibility of the Class Teacher to fill in necessary Risk Assessments for trips to the community identifying potential hazards and minimising foreseeable risks. In the event of the occurrence of any incident or accident in the community an Incident Report form will be filled in and submitted to the principal. A risk assessment will be created or updated and signed by the Principal before any further trips will occur. Where the incident or accident involves behaviour the behaviour analyst will also be involved in the risk assessment process.

For school tours outside of the classroom timetable Class Teacher will submit a Risk Assessment to principal's office no less than 1 week prior to scheduled outing.

### **6. Instances of 1:1 supervision**

It is important to note that instances of 1:1 supervision and 1:1 teaching may be provided once it is deemed appropriate. It is best practice wherever practicable to ensure that we do not deliberately plan for situations where a staff member is left alone in the supervision of pupils. However, all staff must be mindful that in the event of unforeseen or emergency circumstances 1:1 supervision of pupils may be necessary. The following arrangements will be made for 1:1 supervision

- a. It will not be timetabled by Class Teacher that 1 staff member will be alone in a room for the teaching or supervision of 1 child. Reinforcement schedules that require transitioning outside of the classroom will involve children transitioning within public areas of the school.
- b. When it arises during 1:1 situations that a staff member is alone in a room with 1 child the door will be left open at all times.
- c. If it is determined by the Multi-disciplinary Team that a child requires supervision on a 1:1 basis for any reason the parents or guardians of that child will be advised of the arrangements in place.

# Supervision Policy

## 7. Visitors/Guests or Clinical Staff

Visitors/Guests or visiting clinical staff should not be left alone with children in any circumstance. The school (BOM/Principal/Class Teacher as appropriate) has the responsibility to check out the credentials of such visitors and to ensure that the content/material in use is appropriate.

When a clinical service or visiting teacher is provided during school an SNA will always be present to escort the child to and from the designated area and remain at the activity to supervise.

## 8. Ratification and Review

This policy was adopted by the Board of Management on \_\_\_\_\_

This policy has been made available to school personnel, is otherwise readily accessible to parents on request and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year or as necessary in the light of new advice and legislation. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Chairperson of Board of Management) (Principal)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_