



Harcourt Terrace Educate Together National School

Email: [info@htetns.ie](mailto:info@htetns.ie)

Address: Harcourt Terrace, Dublin 2. D02 FC64

No: 01 5292970

### **Supervision Policy**

**Mission Statement:** Harcourt Terrace ETNS is an Educate Together School, run in accordance with the Rules for Primary Schools of the Department of Education and Science. We at Harcourt Terrace ETNS, seek to provide an environment that is child-centred, co-educational, equality-based and democratically run. Our mission is to educate our pupils to their fullest potential while enhancing their self-esteem and creativity. All pupils are treated as individuals and their uniqueness is celebrated. All members of our school community are encouraged to respect themselves and others and we aspire to provide our children with the life skills necessary to become the best they can be.

**Introduction:** This policy was formulated by the principal and all staff of Harcourt ETNS and updated annually to reflect the increased enrolment. It involved consultation with the Board of Management, other school staff (Additional Needs Assistant and School Administrator) and with the parent body.

**Rationale for Policy:** This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and at all school activities.

**Policy / School characteristics:** Harcourt Terrace ETNS is committed to the values laid down in the Educate Together Charter. Our school is learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. This policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and secure atmosphere. Organisation and supervision of our school yard is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all in Harcourt Terrace ETNS.

**Factors taken into consideration in the formulation of this policy:** The following factors were taken into account in the formulation of this policy:

1. The school enrolment numbers
2. The age range of the pupils (Junior Infants – 6th Class)
3. The general behaviour record of our pupils
4. The school interior layout.



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5. The school grounds: specifications of the school's play area and calm space
6. Existing supervision practices: a teaching staff conscious of the need for balanced, reasonable, age-related care.
7. Existing yard practice of separate play areas for each class level. ([See appendix 1 below](#))
8. The school experience of accidents – minor, mostly play-related accidents.

**Aims and objectives of the policy:** To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid-morning and lunchtime breaks and while engaged in school activities.

**Times identified as presenting need for supervision:** The following were identified as times when supervision of pupils is called for:

1. Arrival & Dismissal
2. Mid-morning and lunchtime breaks
3. In school activities
4. Teacher having to leave classroom
5. Out of school trips
6. Specific circumstances

## **Agreed Procedures**

### *Arrival & Dismissal*

- Pupils arriving from 8.20am, may make their way straight to their class line on the school campus, where their parent/guardians are responsible for supervising their own child/children until 8.30am.
- Members of the school's leadership and management team are present every day to open gates and ensure that everyone can access our school campus safely, but they are not responsible for supervising students between 8.20am-8.30am.
- The school does not take any responsibility for supervising students until 8.30am when classroom teachers are present to bring their class groups into the school building.
- Irrespective of the weather, pupils will not be permitted to enter the school building as there are no teachers on duty inside the building until 8:30am.



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- Parents / guardians should ensure that if their child(ren) arrives after 8:30am, they walk them to the school door and wait for a member of staff.
- Class teachers supervise their own pupils while they are exiting the school at 1.10pm or 2.10pm.
- Pupils line up in their classrooms, and their teacher takes them to the location where they are then collected by parents/guardians, Kids Inc staff or after-school coordinators.
- If a pupil is not collected on time (within 10 minutes of class dismissal), the child will come into the school with their class teacher, and the school secretary will contact their parent / guardian.
- A record will be kept on Aladdin of late collections. In cases where parents/guardians are consistently late a meeting will be arranged with the principal.
- Students in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Class may walk home alone. Permission must be given in advance by parent/guardians via Aladdin.
- Before students leave their class teacher, they must inform them if a parent/guardian is available or if they are walking home alone.
- The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times.

#### *Mid-morning and lunchtime breaks*

- First break is 20 minutes, and second break is 20 minutes.
- The time and length of the breaks at mid-morning and lunchtime are subject to change at the discretion of the principal should the need arise.
- Children are supervised in their classrooms while they eat their break/lunch by the class teacher/SET if the class teacher is on yard duty.

#### *On Yard*

- A yard duty roster is compiled each term and is displayed on the yard noticeboard.
- Class teacher or the supervising teacher must walk their class to the yard and wait for teacher on yard duty to be present.
- Class teacher or the supervising teacher must collect promptly them from their line at the end of yard.
- Yard Supervision Procedures are updated each year and are displayed in the staffroom and included in the teacher's folder. All staff must adhere to the guidelines in this procedural document. This document reflects the school's commitment to the



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provision of “adequate supervision” and to best practice, ensuring-a safe ratio of children to supervising adults will be maintained.

- If a child is injured during breaktime, depending on the seriousness of the injury, will receive first aid from the teacher on duty.
- All injuries above the neck area and other non-minor injuries are reported to parents/guardians by phone and/or email and recorded by the class teacher on Aladdin.
- Minor injuries on yard which require attention are recorded and dealt with by the teacher on duty and a record is kept on Aladdin. The teacher on duty must record the injury on a post it and give it to the class teacher. It is the responsibility of the class teacher to upload a record on Aladdin and not the teacher on duty by the end of the school day. If the class teacher is absent, the deputy principal/principal should be informed, and they will ensure that a record is kept on Aladdin.
- If a child needs to leave the yard area to go to the toilet, they should ask the yard-duty teacher.
- Pupils are regularly reminded and encouraged by all staff to follow the Golden Rules by focussing on the positives from yard and modelling expectations.
- Play equipment may be provided for the use of children during breaks; the safety and condition of this equipment is monitored by the yard-duty teacher.
- At the end of playtime, the supervising teacher rings the bell once, all children stop and ‘freeze’, the bell is rung a second time, and the children walk to their class lines promptly and on the third ring children wait quietly, ready for their teacher to collect them.
- When returning to the classroom from the yard, the class teacher always leads the line. An ANA will remain on the yard until the last class has entered the building to ensure that all children have entered.
- A Calm Space is available on yard for children. It is up to all staff to determine which children can avail of it. Pupil voice will also be taken into consideration too.
- Principal/Deputy Principal may introduce interventions for yard to tackle issues regarding bullying, inclusion, unsafe play, health and safety concerns or to review school rules/procedures.

### *In school activities*

#### *In-school: General*

- It is school policy that pupils are adequately supervised at all times. The principal/deputy principal will outline this to all staff and any new substitute staff.



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- Where classes leave the school premises, the principal/deputy principal/relevant teacher will ensure there is an adequate pupil/staff ratio. This will be adjusted, depending on needs of the children.
- The class teacher leads the line, and the additional adults go one at the back and one in the middle. Additional Needs Assistants must also ensure that children with primary care needs are adequately prepared and supervised for such activities.
- Pupils who need to leave the classroom on a message are always accompanied by another pupil. One exception is where there is a 'Card' emergency, when an incident occurs where the class-teacher needs the immediate back-up of another adult, and a pupil may have to go to a neighbouring classroom to get the teacher/ANA.
- Pupils should not run within the building or while moving around the school premises.
- Visiting speaker/external staff: Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

#### *Extra-curricular games and sports activities*

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher.

#### *Coaching*

- Where an invited coach takes games instruction during school hours, this is always done with a teacher present, the teacher remains responsible for the class at all times.

#### *Additional Education Teaching*

- Pupils who are withdrawn from their class for Additional Education Teaching should be collected and returned to class under the supervision of a teacher or an ANA.

#### *Withdrawal Intervention for Pupils with Additional Educational Needs*

- Some pupils with additional needs may need to be temporarily withdrawn from the classroom in groups under the supervision of an Additional Needs Assistant. This should always be done in accordance with their Student Support Files and their Personal Pupil Plans.

#### *Toileting and Intimate Care*

- The school has an Intimate Care policy which should be adhered to at all times when a pupil requires toileting assistance or assistance with changing following an accident.
- For intimate care and changing a child after an accident there must always be two adults present if help is required.

#### *Teacher Leaving the Classroom*



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- Children should not be left unsupervised for any length of time. If a teacher unavoidably needs to leave the classroom, the following applies:
- Short unavoidable absence - Teacher notifies the teacher next door and both classroom doors are left open. The teacher next door then oversees supervision between both classes. Where possible an ANA should be present in one of the classrooms.
- Break: teachers on yard duty take their short break immediately before or after yard duty, cover is provided at these times by AET teacher.
- Meetings/support plan meetings should not be scheduled during class-time unless cover/supervision can be arranged.

#### *Out of school trips*

- Short off-site field trips provide enriching cross-curricular learning experiences for our pupils. The Principal/Deputy Principal/ relevant teachers are to work together, ensuring that there is an adequate pupil/staff ratio on any off-site field trips. The pupil/staff ratio can be adjusted depending on needs of the children.
- Where a class teacher considers it necessary an additional ANA and/or parents/guardians may be called on to provide additional adult supervision on a short school trip. In this event, the duties of the accompanying adult are clearly established. The classroom teacher/support teacher are responsible for leading the children's activities on any trip. Parents and Guardians are required to be Garda Vetted prior to taking part on such trips. The pupils' safety remains the primary concern for all off-site school activities. Particular attention should be paid to orderly movement, road safety, car/bus safety, respectful and appropriate behaviour

#### *Extraordinary circumstances*

- Pupils who have not been collected as arranged, are brought into the school building by the class teacher and a phone call is made to parents/guardians.
- After-school activity: the instructor/coach is responsible for contacting parents/guardians and for the supervision of the pupil until they are collected. While after-school activities are happening the DLP/DDLP, or the next most senior suitable staff member will be present at the school to oversee any instructor/coach's activities and ensure that all children are collected after their after-school activity.
- Teachers record all instances of early/late collection on the Aladdin system. If parents are regularly late, they will be invited to meet with the principal to discuss the issue. Should it not be resolved, the issue may be referred to the Board of Management.

**Review and Evaluation time frame:** This policy will be reviewed and evaluated at a staff meeting annually and ratified by the Board of Management in Harcourt Terrace ETNS.



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This policy was ratified by the Board of Management on \_\_\_\_\_.

**Date of next policy review: March 2028.**

Signed on Behalf of the Board of Management:

|                     |                             |
|---------------------|-----------------------------|
| <b>Chairperson:</b> | _____<br><b>Gwen Murphy</b> |
| <b>Date:</b>        | _____ February 2025         |
| <b>Principal:</b>   | _____<br><b>Tony Walsh</b>  |
| <b>Date:</b>        | _____ February 2025         |



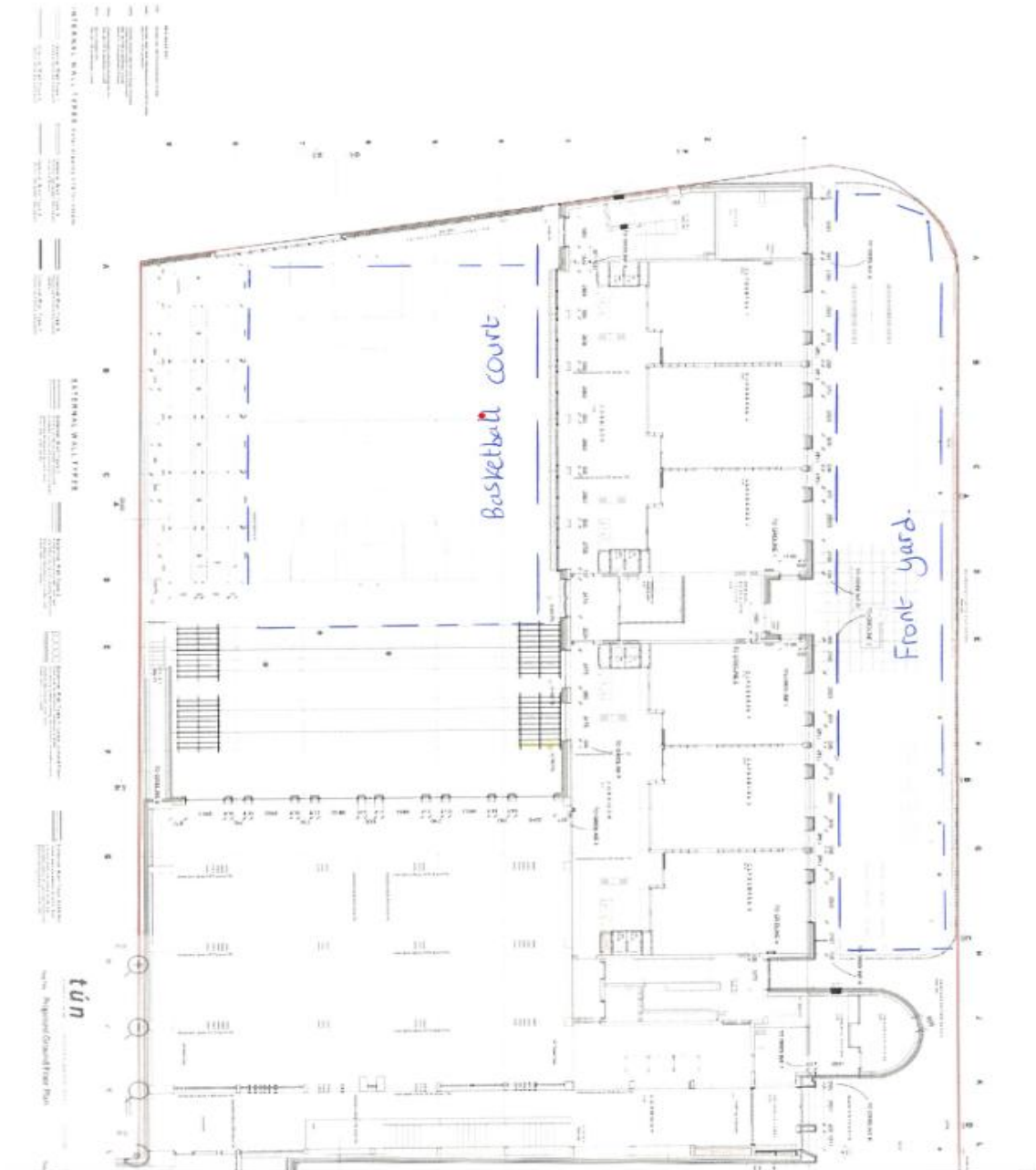
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## Appendix 1





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