



## SUPERVISION POLICY

### **Rationale**

Our aim is to provide a safe place for all the children in our care to learn and play. As teachers we accept the duty of care which devolves to us. In Wexford Educate Together we make every effort to ensure that the children given into our care are adequately supervised.

### **Roles and Responsibilities**

The School Principal is responsible for drawing up and updating the Supervision Rota, which is made known to each person on the rota. In the event of a planned absence the person arranges for the next person on the rota to swap supervision duties. In the event of an unplanned absence the principal arranges for the next person on the rota to supervise. The ratio for supervision is one adult to thirty children. If for any reason, a child must remain indoors, the teachers will ensure adequate supervision for this child(ren)

### **Toilet Passes:**

All children are encouraged to use the toilet before break times. There is a toilet pass system in use for children who need to use the bathroom. All teachers and pupils will be made aware of this system.

### **Recording of Incidents**

Teachers record any accidents/incidents that occur under their supervision on the supervision rota. They also inform the child's class teacher(s) of any serious incidents.

### **Policy Statement**

During Break Time one teacher supervises the yard. On wet days, the supervisor looks after the children in a designated classroom. The Rules for the yard are revised and reviewed regularly and are well known and repeated often to the children. A time-out strategy is used for children whose behaviour is deemed unsafe, as per our Code of Behavior. Children are regularly reminded of what is deemed to be safe and unsafe behaviour. The person on yard duty remains with classes until they have all been picked up by their own teacher who will then escort the pupils back to class.

The school will open to receive pupils from 8.40 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 8.50 a.m. Classes will end each day at 1.30 p.m. (Infants) and 2.30 p.m. (all other classes). Teachers ensure an orderly dismissal and that all classrooms are vacated at this time. Parents must pick up their children at the designated areas at 1.30 p.m. (infants) and 2.30 p.m. (all other classes), as the school cannot accept responsibility for the supervision of children after that time.

This policy will be reviewed as the needs of the school changes.

**Ratified by Board of Management 18<sup>th</sup> Jan. 2011**

**Gillian Hayes**

**Chairperson, Board of Management**