**Rationale**

Our aim is to provide a safe place for all the children in our care to learn and play. In St. Benedict’s School we make every effort to ensure that the children given into our care are adequately supervised and we acknowledge the duty of care that we have to all our pupils. With this in mind the following is our supervision policy for the school:

**Roles and Responsibilities**

The School Principal is responsible for overseeing the drawing up of the Supervision rota in collaboration with the assigned special duties post holder and the deputy principal. This rota is made known to staff members, assigning a specific inside/outside duty area to each teacher on the team. In the event of a planned absence the person arranges to swap supervision duties. Both assigned special duties post holder and deputy principal are informed of the swap. In the event of an unplanned absence the special duties post holder or deputy principal arranges for another person on the rota to supervise and informs the person who was absent of the swap on their return.

**Policy Statement**

Before School

The school will open at 9.00 am to receive pupils and supervision for enrolled pupils of St. Benedict’s will be provided in the school from 9am by Staff, Deputy Principal and Principal. No responsibility can be accepted for pupils who arrive before 9.00am or who do not enter the school at 9.00am.

Break Times

**Yard supervision/duty, rotas are circulated at start of year**

* Deputy principal will check that all are present in the morning of each day.
* Teachers on duty go to the yard promptly as soon as the chime sounds; teachers leading classes to the yard ensure there is a supervising teacher present before leaving. Teacher cover for Infs. - 2nd by SNA and neighbouring teacher. Teacher cover 12.25-12.35 3rd- 6th by in–class support teacher present.
* Children requiring First Aid are taken to and attended in First Aid Area by SNA. Serious accidents are notified to Deputy Principal and incident report form filled.

During break times teachers and SNAs supervise the yard, each being assigned to a specific area. Rules for the yard are revised and reviewed regularly and are well known and repeated often to the children. The teachers on yard duty remain with classes in relevant section of yard until the classes have all been picked up by their own teacher. Each class is escorted to and from the classroom by a teacher or SNA. Where there has been an accident or incident the teacher on duty should complete an Incident/ Accident Record form, available in the secretary’s office.

In the event that a student teacher or classroom assistant is assigned to a classroom the student may not be left in sole charge of a class during breaks or at any time. The student under the direction and supervision of a teacher may be requested to supervise a group of pupils.

After School

Classes will end each day at 1.40 p.m. (infants) and 2.40 p.m. (all other classes). Teachers ensure an orderly dismissal and that all classrooms are vacated at this time. Teachers should bring classes to the exit doors. School Principal and Deputy Principal are responsible for supervision of dismissal of classes in partnership with staff.

Parents who wish to have their children escorted home should make their own arrangements to have their children met at this time and the person to escort them should be at the school not later than 1.40 p.m. (infants) and 2.40 p.m. (all other classes), as the school cannot accept responsibility for the supervision of children after that time. Children from 3rd to 6th class may leave school to walk home only when the school has received written notification to that effect.

St. Benedict’s provides after school activities for groups of pupils. The teachers responsible for organising an afterschool activity are solely responsible for the supervision of the pupils who attend the afterschool activities (in line with the school’s policies and procedures).

EPV days

Normally a maximum of 2 class teachers are allowed to take EPV days on the same day. Class teachers arrange to split their class between other classes in consultation with the Deputy Principal unless there are two teachers of the same class level taking EPV on the same day. In this case class teachers should consult with the Principal regarding cover. Teachers should leave split up packs and work ready in their classroom for unplanned absences and where there are planned absences work should be prepared.

**Ratified by Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date**

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

 **Chairperson, Board of Management**

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

 **Principal**