



St. John the Baptist Junior Boys' School Supervision Policy

Introduction

This policy applies to all staff of St. John the Baptist Junior Boys' School (Belgrove JBS) and all pupils in the school during school hours, break times, and on all school related activities.

Rationale

The rules for National Schools (121(4) and 124(1)) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities.
- To observe and monitor behavioural patterns outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- The school does not accept responsibility for any child until the school gates are opened at 8:30am and pupils are admitted to the grounds/school building.
- It is the policy of the school to supervise at all times during regular lunch breaks, in the classrooms and in the school yard.
- The Deputy Principal creates a Rota for supervision and this Rota is sent to all members of staff on Aladdin.
- Rules of the school yard are reviewed and revised continually and are communicated to pupils regularly.
- Teachers on yard duty remain with the classes until the class teacher returns from break. All teachers are asked to be punctual after breaks.

- Teachers taking an EPV day should swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a colleague assumes his/her duties in a reciprocal arrangement, unless as substitute teacher is filling the absence.
- All Special Needs Assistants are on duty during lunch breaks.
- Pupils must request to use the yard toilet from the teacher on duty.
- The teacher on supervision duty will inform the class teacher of any incident or injury relating to the pupils in the class.
- The school's Bí Cinéalta Policy and Code of Behaviour Policy covers incidents of misbehaviour.
- Pupils with injuries/complaints are dealt with directly by the school staff on yard duty.
- A first aid kit is available, and all minor incidents are dealt with in the yard.
- If an incident is deemed as more serious in nature, an SNA brings the injured child into the school office and to the principal. Parents are notified.
- If a child receives a bump to any part of the head, ice is applied and parents are notified via Aladdin, however minor the incident is deemed to be.
- First Aid boxes and Accident Report Books are kept as a matter of procedure.
- If pupils remain uncollected after 2:20pm, the school always ensures that a duty of care is provided until the parent/guardian collects them. However, if this is a recurring incident, the Principal will make contact with the parents/guardians to remind them of the school closing times.
- For out of school activities such as tours, nature walks or trips to the church, adequate levels of supervision are put in place, with a ratio of 10 pupils to one adult.
- On extremely wet days, pupils remain in their classrooms under the normal supervision rota.
- Under no circumstances are the pupils permitted to run around the classroom during break times.
- A Written Assessment of Risk is reviewed every December by the Board of Management and is updated and ratified annually.
- If a child is not permitted to run/be active on the yard for health reasons, activities such as drawing and Lego are provided for them, to participate in with a friend.

Breaktimes

St. John the Baptist Junior Boys' School has four yard breaks throughout the school day as follows:

First Break: 10:00 to 10:15am: Junior and Senior Infants

10:20am to 10:35 am: First and Second Class

Second Break: 11:45am to 12:10 pm: Junior and Senior Infants

12:15 pm to 12:40 pm: First and Second Class

First Break: For this break, pupils are allowed outdoors on the yard, weather permitting. Pupils play with their friendship groups during this break. Once the pupils come back into the classroom, break time is discussed with pupils showing a thumbs up or a thumbs down.

Second Break: For this break, the yard is divided into different zones, with a variety of activities in each zone. Activities are rotated in each term to avoid boredom and repetition. The pupils have free choice over what activity they would like to participate in and can move freely around the yard.

Lining Up: Every class has a lining up place for when the bell rings to signal that break time is over.

Morning Supervision

The school gates open at 8:30 am to receive pupils as a courtesy to parents/guardians. One teacher is rostered on morning yard duty from 8:30 am to 8:50 am when teaching officially begins. All mainstream SNAs are on yard duty/school gate during this time.

Pupils line up in their lines during outdoor assembly from 8:30 am to 8:50 am during the warmer months.

During the Winter months, (November, December, January, February and March), pupils will assemble in the school hall from 8:30am to 8:50am.

Teacher Absence

In cases of teacher absence without substitute cover, it may be necessary to divide pupils among other classes. In such cases, the following procedures will apply:

- The principal or designated staff member will take the roll, supervise the division of the class group and the movement of pupils to other classrooms.
- Should it be necessary to move furniture to accommodate these pupils in another classroom, this is done under the supervision of the principal or other staff member.
- The receiving teacher of these pupils assumes responsibility for them for the remainder of the day.
- The pupils go to yard with the class that they are visiting and line up with the class to which they have been assigned.
- Infant teachers will supervise pupils who have been assigned to the infant rooms for the last hour of the school day, on a rota basis. Shortly before dismissal time, all pupils from the absent teacher's class will re-assemble in the supervising infant teacher's classroom and will be dismissed by that teacher from the yard.
- If an Infant teacher is absent, a staff member (AP1 or ISL team member) will re-assemble the pupils of the absent infant teacher in their classroom shortly before dismissal time and will dismiss them from the yard.

Guidelines for Supervision

- Continuous walking through the play areas on yard
- Record all incidents in the Accident Book on the day of the accident
- Report incidents of misbehaviour to the class teacher/principal depending on the nature of the incident as per the Code of Behaviour Policy
- Be vigilant at mitigating rough play, games etc. that have potential for injury. Prohibit these games and alert all the other teachers.
- Report any potentially hazardous areas, items etc. to the principal/caretaker.
- Teachers to accompany their classes to their classrooms immediately after breaks.
- Refrain from engaging in any activity that might distract from supervision duty.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe yard activities
- Reinforcing the school ethos and expected behaviours in class after First Break and as the need arises at Friday assemblies with the principal.
- Reviewing supervision duties yearly.
- Alerting or adjusting procedures deemed to be inoperable.

Ratification and Review

This policy was ratified and adopted by the Board of Management on the 11th February 2025.

Elaine McKiernan

Chairperson of Board of Management

Fiona Sheridan

Principal

11/2/25

Date

12/2/25

Date