



**St. Francis Xavier Senior National School**  
**Yard and Supervision Policy**

*This policy was ratified in 2013*  
*Revised: May 2018, December 2022, December 2023*  
Next Review Date: December 2025

## **Introduction**

This policy was originally formulated in September 2013 and reviewed in December 2023. It applies to all staff and children during school hours, break times, and on all school related activities.

## **Rationale**

The rules for National Schools 121 (4) and 124 (1) oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during school related activities. Legislation such as the Health Safety and Welfare at Work Act and recent court judgements have placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

## **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**

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks. Teachers assume a duty of care at 8.40am. The Board of Management informs parents at the start of the school year via Aladdin that the school does not accept responsibility before 8.40am.
- The Supervision Roster is on display in the Staff Room.
- A minimum of 2 teachers together with the S.N.A. team supervises the yard each day.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Appendix in Safety Statement).
- Records of Accidents/Injuries
  1. All accidents where there is injury involved should be noted in the Classroom Accident Report Book by the teachers on supervision. Where teachers suspect that a child is unwell parents are alerted, usually by telephone.
  2. For a serious accident/injury, an Accident/Incident Report Form is completed. These files are stored in the Principal’s Office.
- The school operates a policy of telephoning parents when a head injury occurs and asking the parent to collect their child.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- Teachers on yard duty remain with the classes until the teachers collect their classes from the yard.
- When planned absences occur, teachers swap supervision duties with a willing colleague. If a teacher is unexpectedly absent, a colleague from the Yard Duty Reserve List will assume his/her duties. Substitute teachers assume the class teacher’s supervision duty.

- Toilets: The entry door from the corridor into the cubicle and sink area is always left open to ensure safety of all pupils. This does not include Rooms 7, 8, 9 and 11. Rooms 7, 8 and 9 have toilet facilities in the classrooms, while Room 11 accesses a single toilet next to the classroom on the corridor.
- Toilets during yard time - Pupils will use the toilets next to Room 15 when on yard - they will access this through the grey exit doors only.
- The Special Needs Assistants provide individual supervision for designated Children with Additional Educational Needs. SNAs also act in an observing and reporting capacity, bringing instances of concern to the attention of the teacher on yard duty. The school's anti-bullying/code of behaviour policy covers incidents of misbehaviour.
- If children remain uncollected after 2.20pm, pupils should return to the School Office and inform Office personnel.
- At all other times, each teacher is responsible for the supervision of all children under their care.

### Special Provisions

- Out of school activities such as sporting events and tours, back-up provisions are put in place to ensure adequate levels of supervision.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments.
- On wet days, children remain in their classes under the normal Supervision Rota.
- Teachers on Yard Duty take their second break for 15 minutes beforehand. During this time, the Principal and Deputy Principal assume responsibility for supervising both classes.
- When visiting teachers take a class, teachers remain in the classroom.

### Designated Areas

For the academic year 2023/24, the following break time arrangements were agreed:

Morning Break	10.40 - 10.55am	All Classes
Lunch Break	12.30 - 12.55pm	3 <sup>rd</sup> & 4 <sup>th</sup> Classes
	1.00 - 1.25pm	5 <sup>th</sup> & 6 <sup>th</sup> Classes

The following are the designated areas in the school yard:

Area 1	Astro Pitch
Area 2	Football / Bottletop Area
Area 3	Reading Area
Area 4	Penalty with sponge/light ball
Area 5	Chalk Area in summer months only

- As all classes are on the yard on the morning break, our 3<sup>rd</sup> Classes are assigned an exclusive area to play in.

These areas are allocated to classes on a rota basis. The timetables for supervision and designated areas are drawn up by the AP2 (Assistant Principal 2) in advance and copies of the same given to all teachers and S.N.As. An A3 version of the Designated Area roster is displayed on the window of Rm 14.

### Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules termly
- Reviewing supervision duties annually
- Altering or adjusting procedures deemed to be inoperable

### References

1. Primary Education Management Manual - Thompson Roundhall
2. Insurance, Safety and Security in the school - Church and General Yard Duty and Sick Duty Procedures.

### Ratification and Communication

This policy was amended by the staff and subsequently reviewed by the Board of Management on 9<sup>th</sup> May 2018, 7<sup>th</sup> December 2022 and December 2023. This policy will be reviewed again in December 2025.

The Yard and Supervision Policy is communicated to teaching staff via Aladdin and the shared google drive. The policy will be available to parents through the school website on the policy page.

Signed:   
Chairperson

Date: 28/02/2024

Signed:   
Principal

Date: 28/02/2024