Scoil an Chlochair
Convent Primary School

Arrival Dismissal Supervision Policy

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Arrival, Dismissal and Supervision Policy

1.0 Introduction

This policy was reviewed in October 2024. It applies to all Staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

2.0 Rationale

Our aim is to provide a safe place for all the children in our care. In Convent Primary School we value a safe environment and work towards providing that for the entire school community.

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 all school related activities.

Duty of Care: The school must take reasonable care for the safety of pupils when pupils are under their charge. This applies not only to periods during break or playtime but also to the periods between the pupils' arrival at school and the start of the school day and from dismissal in the afternoon. (Ref: Primary Education Management Manual 3:2.7). While careful supervision is undertaken at all times during the school day, all members of the school community must be aware that no arrangement exists for the supervision of pupils who arrive at the school before 8.45am or who remain in the vicinity of the school after school hours awaiting collection. The duty of care to pupils applies not only in school but also, for example, on school tours and on other occasions when the children are in the care of a teacher.

3.0 Legislative Context

Under the provisions of the Education Act 1998, and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of a school.
The overall responsibility for the day to day management of school supervision rests with the principal teacher. The terms of Circular 16/73, which issued to all primary schools, provide that the principal teacher of primary schools should organise supervision for the order and general behaviour of the pupils during school hours. In particular, s/he should organise and participate in the effective supervision of the pupils during breaks, lunch breaks, assembly and dismissal.

Circular 18/03: "Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the pupils in the school in which they teach, including periods of supervision, is not changed."

4.0 Policy Statement

On the issue of supervision before school, it was decided by the Board of Management on the advice of Allianz and CPSMA that pupils required a reasonable amount of time before school and after school to enter and exit the school building, and that the school could reasonably be expected to supervise pupils for a period of fifteen minutes. Parents/Guardians are advised that outside of these times pupils would be on the school premises at their own risk unless attending an activity supervised by a teacher.

4.1 Morning Supervision Procedures

- The formal instruction begins at 9am. School will open to receive pupils at 8:45am. In accordance with our Child Safeguarding Statement, pupils will be supervised in their classrooms from 8.45am. Teachers will be present in their designated areas as per yard rota.
- Teachers on morning supervision duty supervise the designated areas to ensure the safety of the pupils until formal instruction begins.
- SNAs attend to their assigned pupils and busses at this time.
- All doors to be closed at 9am. No Parents/Guardians are allowed walk through the school building.

4.2 Procedures for Late Arrivals

- Any children arriving after 9am must be accompanied to the front door to gain access and must be signed in at reception.
- Parents/Guardians should use Aladdin to communicate their child's late arrival to the class teacher.

4.3 Procedures for Supervision at Mid-Morning Break and Lunch Time

The principal and teachers are organised into groups to supervise at break and lunch time. The rota is displayed in the Staffroom and in the office and each teacher is given a copy via email.
Teachers on yard-duty supervise the yards to ensure and encourage the safety and good behaviour of the pupils. Formal instruction will recommence at 11:10am after midmorning break and at 1:30pm after lunch time break.

- Two teachers are on duty in each yard at all times.
- On wet days the rostered teachers supervise their designated classrooms and corridors.
- Teachers will bring to the attention of the deputy principal any matter requiring corrective action. The more serious issues will be brought to the attention of the principal. Refer to the school's Code of Behaviour for more information.
- While SNAs provide individual supervision for designated children with SEN at lunch and break times, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- First Aid boxes and Incident Logs are kept as a matter of procedure (see Accident and Injury Policy). Minor Incidents are recorded on the pupil's Minor Incident log on Aladdin. Significant injuries that require pupils to be sent home are recorded in a Major Incident Report on Aladdin. The principal must be informed in the event of a Major Incident and, the child's parents/guardians will be informed.

4.4 General Procedures

- All Parents/Guardians are notified by the school of the times at which the school accepts responsibility. A notice will be issued on Aladdin to parents/guardians at the commencement of the school year to inform them about the arrival and dismissal procedures.
- Teachers on yard supervision will take their lunch at an alternative time before or after the normal break times. The teacher will arrange with a colleague in an adjoining room to supervise the class in his/her absence.
- Children excused from yard for medical reasons will sit outside the office for the duration of yard time.
- Religious Ceremonies: The children of Parents/Guardians who have a fundamental objection to their children attending Mass, will be supervised by a teacher.
- In cases of unplanned teacher absence and where the class is to be divided among other classes, the designated teacher will supervise the division of the class group and the movement of the children to the other classes. Provision is made for extra chairs in each classroom. Where necessary, the designated teacher will supervise the children moving tables. The children will stay with the class group to which they have been assigned for the rest of the day and will go to their regular yard at break times. The pupils will be discharged from the classroom they have been assigned to at home. Tables and the pupils' boxes will be returned to the class on the day the teacher returns to school.

4.5 Dismissal of Pupils

- At 2.40pm, class teachers will accompany their classes to their designated point of dismissal.
- In the event of a child not being collected on time, the Deputy Principal (or the class teacher in their absence) will bring the pupil to the office at 2:55pm. The secretary will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.
- Contact details for parents/guardians are available to the secretary. It is the responsibility of the parents/guardians to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.
- Children who are attending after school-activities will remain under the supervision of the teacher until dismissal.
- SNAs attend to their assigned pupils and busses at this time.

4.6 Student Teachers, Visiting Teachers, Instructors and Facilitators

Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators (such as GAA, Rugby, instructors) come to work with the class, teachers are to remain with the class.

4.7 Teacher Absences

- In the event of a planned absence, it is incumbent upon the teacher to arrange for his/her designated yard by swapping supervision duties. On return to school, the teacher who was absent will arrange to make up the missed yard duty with his/her replacement. If leave is substituted, the substitute teacher will replace the absent teacher on the yard rota, if rostered for that day.
- In the event of a non-substitutable teacher absence, the class will be divided among the other classes as per EPV days.

4.8 Brief Absences During the School Day

- Teachers should not leave their class unsupervised.
- If a teacher has to leave a classroom for any reason, she/he informs the teacher next door and arranges for the supervision of his/her class.
- If a teacher is called from his/her classroom to meet with a parent/guardian, another member of Staff may be released to cover. Appointments will be made for parent/teacher consultations at a time convenient for all parties and supervision of the pupils will be provided for when necessary.

4.9 Provisions for Pupils with Appointments off Campus

Parents/Guardians may request that their children be allowed to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:

- Where a child needs to leave school during the school day, for a dental, medical or other appointment, the child's parent/guardian or designated adult must communicate this to the class teacher through Aladdin. They must provide a reason for their early departure, the time that they wish to collect their child and the approximate time of return, if applicable. When the parent/guardian collects the pupil, the responsibility for the child's safety is transferred to the parent/guardian/designated adult. (Please note that in line with our Child Safeguarding Statement, pupils will only be released for appointments into the care of a parent/guardian or designated adult over the age of 18yrs.)
- The child is must be signed out prior to being collected from the office area by a parent, guardian or a designated adult over the age of 18.
- Should the child be returning to school the child must brought to reception by the adult and must be signed back in.

4.10 Other Considerations

- A 24-hour personal accident insurance cover is available to all pupils.
- If pupils are required to be on the school premises before or after official school hours, e.g. for school tours, school team training, choral work etc., written notification is sent to the parents/guardians in advance and a teacher must be on site to supervise the activity specified.
- Where a court order is in place denying access to one of the child's parents/guardians, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent/guardian who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

5.0 Roles and Responsibilities

- An Assistant Principal is responsible for drawing up and updating the supervision rota.
- The effective supervision of pupils before school (8.45 – 9:00am), during breaks and lunch periods is undertaken by the teachers and principal. SNAs have responsibility for designated pupils at these times.
- Children with injuries/complaints are dealt with directly by the teacher on supervision duty. They will remain in the office area where appropriate.
- Effective supervision of the pupils must be maintained by all teachers and SNAs during assembly and dismissal.

- Teachers supervising at break/lunch times are expected to ensure that the pupils:
    - Line up in an orderly fashion with their class
    - Comply with school and yard rules
    - Walk in the corridors
    - Enter the building with permission only.
    - Behave in an orderly manner that is unlikely to endanger themselves or others
    - Remain on the school premises
- When the bell sounds, teachers on duty lead the classes to the appropriate yard. At the end of lunchtime pupils will line up and the class teacher will escort them from the yard and bring them to their classrooms promptly.
- Teachers are not responsible for children on the way to or from school. Teachers are not responsible for children on school property before 8.45am or after dismissal.

6.0 Success Criteria

- Ensuring a safe child-friendly school yard
- School tours and off-site visits are conducted safely
- Yard rules are adhered to

7.0 Implementation and Review

7.1 Implementation

This plan will be implemented in November 2024.

7.2 Review

The plan will be monitored and evaluated at regular Staff and Board of Management meetings and as necessary. Review Date: Term One in the 2027/2028 School Year.

8.0 Communication and Ratification

8.1 Communication

This policy is made available as part of the whole school plan. The whole plan is also available in the school office for viewing. This policy will be communicated to the school community by the following means:

- Board of Management/Other Staff members via hardcopy in office, email and SharePoint
- Parents/Guardians via hardcopy in School Development Plan in the Office

8.2 Ratification

This policy was ratified by the Board of Management on 22nd October 2024

Signed _____ Chairperson, Board of Management

Signed _____ Principal/Secretary, Board of Management