



# Supervision Policy

In accordance with the Department of Education and Skills guidelines, the Staff of Saplings Special School Rathfarnham undertakes the supervision of all our pupils when they are on the school premises, during school time and / or on school activities / outings.

The school opens to receive pupils from 9:20am and the official class finish time is 3pm. The school accepts no responsibility for children on the premises outside these hours.

Accordingly, it is the responsibility of all teaching and SNA staff individually and collectively to provide a duty of care at all times towards our pupils in the school including periods of supervision.

The following arrangements have been made in reference to the Children's First Guidelines and Stay Safe 'Best Practice in Child Protection Guidance for Schools' manual. It is important to note that while every effort should be made to adhere to agreed best practice; in the event of an emergency or unforeseen circumstance all arrangements may not be possible or practicable. In such instances staff should first of all refer to the Class Teacher or School Principal for guidance.

## **1. Supervision within the school building**

The Class Teacher has the designated responsibility for the safety of children within the classroom and will create a timetable for SNA staff and students to accommodate adequate and appropriate supervision of all pupils based on their needs. Ensure the class teacher or another class member of staff is informed of instances when a child or staff member leaves the classroom.

## **2. Supervision during lunchtimes.**

Generally supervision during children's lunchtimes will be carried out by SNA staff. The class teacher will determine the location that the class will eat their lunch and be responsible for creating a Break/Lunchtime supervision schedule which is shared with all members of staff. It is best practice, where practicable that there will be a minimum of 1 staff to 3 pupils; however, class teacher may allocate additional staff if a need is determined by a child's programme or behaviour support plan. At all times staff who are not on break are to interact with children on the following basis:

- We are here for the students and we are at work at all times other than break times
- Outing are an opportunity to pair up and develop language
- Garden time is for interaction with students not colleagues.
- Ensure clothing, jewellery and nails are appropriate (see health and safety policy).
- Shoes are to be taken off during the sensory room and the door is to be shut.
- Contact between colleagues during work time is to be limited to what is needed to get the job done.
- To be present to their children at all times.

### 3. Supervision in the absence of Class Teacher

It is not possible to source a substitute teacher for all kinds of leave, it is therefore essential that the class teacher creates a folder of work tasks which are shared with the class team.

In the instance of teacher absence SNA's can continue to instruct the class groups having seen the existing methodology introduced and modelled by the teacher. If issues arise in class teacher's absence refer to school Principal.

### 4. Supervision of children at Garden Time.

The teacher on duty is responsible for the supervision in the garden. Each SNA must know their responsibilities and follow these. Unless directed by the teacher on duty the SNA's job is to interact and communicate with children at all times. Children who are known to be a specific flight risk must have a designated SNA with them at all times who job is solely and exclusively to be with the child in question.

Each classroom will have the following allocated times for the children to have access to garden and playground. Breaks for staff will be staggered between these times to allow for adequate pupil supervision.

Garden Times	
10.30 – 10.45	Whole School
12.30 – 12.55	Orange Class
1.00 – 1.25	Red, Blue, Yellow and Green Class

Responsibility for our pupils going out to the garden remains with the class teacher until it has been established that the teacher on garden duty is in situ. The teachers and SNA staff on garden duty are responsible until the class teacher and returning staff have resumed duty. On outdoor duty 1 Teacher will be allocated to supervise during these times. Ratio of staff to pupils will be no fewer than 2 staff to 6 children. The classroom teacher will allocate a garden duty. The classes above will do duty on a rota basis decided amongst themselves.

There shall be no less than 2 staff members at any time in the garden when whole classes are out. Additional garden time can be allocated by Class Teacher with approval from the principal into classroom timetable and can accommodate pairings or small groups of children in the garden.

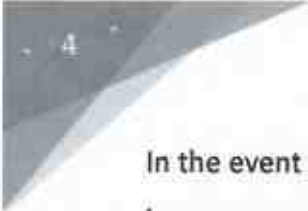
#### **4.1 In the event of Garden Closure.**

Each class teacher should provide a wet play choice board in the event of weather conditions preventing use of garden. In this instance classes may return to their classrooms, Hall, or Social Play Room to carry out designated activities under supervision of SNA staff. Additional time for garden reinforcement can be given to a child at which time the class member should take their class walkie talkie for assistance. In the event of the class leaving the room, it is the responsibility of the class teacher to take their handset with them. It is best practice that there will be a minimum of 1 staff to 3 pupils; however, class teacher may allocate additional staff if a need is determined by a child's programme or behaviour support plan. When indoor garden (Wet Play) duty occurs all teachers and staff on duty shall supervise the areas in which they are based according to the written rota in the designated area. The teacher on duty shall determine whether children go to the garden.

Areas of the school that children may use are: the ball pool, climbing room, hall and social play area. Teachers on duty will ensure that adequate supervision is in place to enable this.

#### **4.2 Accidents**

In the event of an accident or where a child becomes sick, an SNA on garden duty will bring in the child and implement the school policy as necessary i.e. relevant first aid treatment is applied, or a parent is phoned to collect the child as appropriate. If the child is in the garden in a 1-1 situation, they can use the buzzer (class walkie talkie).



In the event of a head injury the SNA requests that the secretary or principal makes a call home as per school policy and an incident report is filled in.

## **5. Supervision of Children during Community outings and trips.**

It is the responsibility of all teaching and SNA staff individually and collectively to provide a duty of care at all times towards our pupils in the school including periods of supervision. Class teacher has the responsibility of the safety of children at all times and will assign SNA staff to individual or paired children to supervise while out in the community. Once assigned to a child or pairing of children the staff member must be vigilant of pupil/pupils at all times and ensure to follow through on child's programme or individual behaviour support plan if relevant. Class groups must stay together at all times and all staff and pupils must be visible to the Class Teacher.

1 SNA staff member will not be assigned to more than 2 children when out in the community. Substitute or work experience staff will not be assigned 1:1 responsibility for a child out in the community, in these instances a fulltime staff member will also be delegated the responsibility to be vigilant of this child. Outings, such as Funderland, which involve extensive supervision will be designated 1-1 supervision outings.

It is the responsibility of the BA in conjunction with Class Teacher to fill in necessary Risk Assessments for trips to the community identifying potential hazards and minimising foreseeable risks. In the event of the occurrence of any incident or accident in the community or school outing an Incident Report form will be filled in and submitted to the principal. A risk assessment will be created or updated and signed by the Principal before any further trips will occur. Where the incident or accident involves behaviour the behaviour analyst will also be involved in the risk assessment process.

## **6. Instances of 1:1 supervision**

- a. It will not be timetabled by Class Teacher that 1 staff member will be alone in the instruction or supervision of 1 child.

- b. When it unavoidably arises during 1:1 situations that a staff member is alone in a room with 1 child the door will be left open at all times.
- c. The needs for supervision for toileting are outlined in depth in our intimate care policy. Staff can accompany children 1-1 to the toilet exceptions to this case are when the child needs physical assistance or hoisting or when there is experience of a child making allegations against staff.
- d. 1-1 supervision of a student is permissible in any part of the school as long as the door is left open.

## **7. Visitors/Guests or Clinical Staff**

Visitors/Guests or visiting clinical staff should not be left alone with children in any circumstance. The school (BOM/Principal/Class Teacher as appropriate) has the responsibility to check out the credentials of such visitors and to ensure that the content/material in use is appropriate.

When on site OT/SLT is provided during school an SNA will always be present to escort the child to and from the designated area and where possible to remain at the activity and to run DRO schedules during this time. All visitors must sign the guest book and be met by a member of teaching staff or admin staff


## **8. Ratification and Review**

This policy has been made available to school personnel, is otherwise readily accessible to parents on request and provided to the Parents' Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year or as necessary in the light of new advice and legislation. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed:   
(Chairperson of Board of Management)

Date: March 2018

Signed:   
(Principal)

Date: March 2018