



Riverview Educate Together National School, Supervision Policy. Ratified November 14th 2018, reviewed October 3rd 2023, reviewed October 2024.

Rationale

Our goal at Riverview ETNS is to provide a safe and supportive environment where all children can learn and play. We recognize that as teachers, we have a duty of care to ensure the safety and well-being of the children under our supervision. We are committed to ensuring that the children in our care are adequately supervised at all times.

Roles and Responsibilities

- A member of the school leadership team is responsible for creating and regularly updating the **Supervision Rota**, which is shared with all staff members on the rota.
- In the event of a **planned absence**, the staff member concerned arranges for a colleague on the rota to swap supervision duties.
- In the case of an **unplanned absence**, the Principal arranges for another staff member on the rota to supervise.

Policy Statement

Yard Supervision

- **Break-time Supervision:** Two teachers and all ANAs (Additional Needs Assistants) assigned to relevant classes will supervise the yard during break times.
- **First Aid:** Whenever possible, first aid will be administered in the yard. If a child needs to be brought inside, they will be accompanied by an ANA. If the ANA is required back outside, the Principal or another available staff member will take responsibility for the child.
- **Completion of Yard Duty:** The supervising teacher remains with the children until all have been collected by their respective class teachers.

Additional guidelines:

- On **wet days**, the teacher on yard duty and ANAs provide supervision in the classrooms.
- Teachers should keep their **classroom doors open**, along with the door of the adjacent class, to enable neighbouring teachers to hear if any issues arise.
- While not all classrooms will have an ANA during wet breaks, the teacher on yard duty will **circulate among the classes** within their supervision zone. They should have their phone on hand to be contacted if necessary.
- If no teacher is available for yard duty, the Principal will provide additional cover as needed.

Yard rules are **reviewed and revised regularly** and are well known to all children.

Arrival and Dismissal



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- The school will open for student arrival at **8:30 a.m.** and is not responsible for supervising students before this time.
- Classes will end at **1:10 p.m.** for infants and **2:10 p.m.** for all other classes.
- Teachers are responsible for ensuring an **orderly dismissal** and that classrooms are vacated promptly at these times.
- Children are handed over to parents, guardians, or minders from designated **lines in the yard** or school exits.
- Parents who wish for their children to be escorted home must ensure the **designated person is at the correct pick-up point** and have communicated this in writing to the school office.
- Students in 3rd class and older may leave the school independently, with parental permission. Younger siblings may also walk home with an older sibling, provided permission has been granted.

Outside Personnel

Class teachers remain present during instruction led by **outside personnel** such as sports coaches or other external educators.

Handover to Extra-Curricular Activities

When children are participating in after-school activities or after-school care, it is the responsibility of the **afterschool provider** to ensure that all children are present and to account for any absences.

Ratified by the Board of Management on: _____

Date: _____

Signed: _____

Chairperson, Board of Management