**Procedures for Supervision of Pupils**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

The following points need to be kept in mind to ensure the safety of the pupils and the protection of the teachers.

Class teachers accept responsibility for their pupils at 8.50am when pupils are collected from the yard and escorted to the classroom. On wet mornings, the teacher collects the class from the first room inside the yard doors where the children are supervised by the Principal and Deputy Principal.

Class teachers are responsible for their pupils throughout the school day. If a teacher needs to leave the school during the school day, the Principal, Deputy Principal or the Assistant Principal must be informed.

If a teacher has to leave the classroom during the school day, please alert a neighbouring teacher or the principal teacher to ensure that adequate supervision is maintained. If an SNA is working in the class, a neighbouring teacher still needs to be informed.

Pupils should not be left outside the classroom, in corridors, the hall or the yard unattended or unsupervised. If necessary, the pupil should be sent to a neighbouring classroom with work to do. In compliance with the school’s Child Protection Policy, pupils should be sent in pairs on “messages” or to the Principal’s office.

* **Supervision on the Yard**

The class teacher should escort pupils to the yard at 10.30am and 12.30pm. The teacher on Yard Duty is expected to be on the yard when the bell rings ready to assume supervision of all the children. At the end of yard time, when the classes have formed lines, class teachers resume responsibility for their classes.

* **Ancillary staff**

A teacher’s duty of care is not removed when non-permanent personnel such as teachers for P.E., dance or games teachers take over the tuition of the class. The Class teacher must be in a supervisory role during these lessons.

* **Student Teachers**

Scoil Cholmcille Junior will host student teachers. However a teacher’s duty of care is such that all categories of student are expected to work under the direction of the teacher to whom they are assigned. Therefore the class teacher needs to be in a supervisory role during all lessons given by the student teacher. Under no circumstances should a student teacher be left unsupervised in the class by the class teacher.

* **School Tours**

The most senior teacher on the school tour assumes the role of leader. However all teachers will be extra vigilant when taking children out of the school. Special attention will be paid to road safety, behaviour on bus and risks posed by particular venues such as adventure playgrounds etc. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.   
They should:

* follow the instructions of the group leader and help with control and discipline;
* consider stopping the visit or the activity,
* notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.