

Broadmeadow CNS  
Rathbeale Road,  
Swords,

Principal: Miss Jennifer Robinson

Tel: 085 804 9106

Email: [broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)

Website: [www.broadmeadowcns.ie](http://www.broadmeadowcns.ie)



**etbi**

Education & Training  
Boards Ireland  
*Baird Oideachais &  
Oiliúna Éireann*

**Broadmeadow Community**

**National School,**

**Rathbeale Road,**

**Swords,**

**Co. Dublin**

<https://broadmeadowcns.ie>

[broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)

**Roll Number: 20529J**

# WHOLE SCHOOL SUPERVISION POLICY, INCLUDING WET DAYS

**BROADMEADOW COMMUNITY  
NATIONAL SCHOOL**



**2022/2023**

**Principal: Miss J. Robinson**



The Principal of Miss Jennifer Robinson is responsible for the implementation of this Supervision Policy.

## **Rationale**

The rules for all schools obliges 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.

Legislation such as the Health Safety and Welfare at Work Act and recent Court judgments have placed a “duty of care” and an accountability on schools that must be underpinned by a policy covering all possible eventualities.

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.
- To ensure full safety is achieved on wet school days due to change in routine.

## **School Procedures**

- The school does not accept responsibility for pupils dropped off earlier than 8.40am which is the start of the school day.
- At 8.40am the class teachers assume responsibility for their own class with any SNA/SET support if timetabled and available.
- It is the policy of the school to supervise at all times during regular lunch breaks in the classrooms and in the school yard. A post holder in consultation with Principal/staff draws up a Rota for supervision and this Rota is displayed on the staff room notice board.
- It is the responsibility of the class teacher/s on yard to maintain rules for safety.
- It is the responsibility of the class teacher/s to blow the whistle on yard at the correct time.
- It is the responsibility of the class teacher/s to send a message for support from others if required.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.

Broadmeadow CNS  
Rathbeale Road,  
Swords,  
Co. Dublin

Principal: Miss Jennifer Robinson  
Tel: 085 804 9106

Email: [broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)  
Website: [www.broadmeadowcns.ie](http://www.broadmeadowcns.ie)



- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.
- Teachers on yard duty remain with the classes until the class teacher returns from break. All teachers are asked to be punctual after breaks.
- Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a colleague assumes his/her duties in a reciprocal arrangement.
- All Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti- bullying/discipline policy covers incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the adults on yard duty. A first aid kit is available and all minor incidents are dealt with on the yard.
- In the event of a more serious incident – the supervising adult brings the injured child in to the school, gains support or first aid, informs the Principal and parents are notified with the relevant paper work completed by the staff member. During this time another teacher assumes supervision duties in the classrooms/ yard.
- First Aid boxes and Accident Report books are kept as a matter of procedure in classes and office.
- If children remain uncollected after 1.20pm or 2.20pm the school always ensures that a duty of care is provided until a parent/guardian calls.

### **Special Provision**

1. On out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups or 1 to 10 in Junior/Senior Infants.
2. 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.
3. On wet days children remain in their classes under the normal supervision Rota. Under no circumstances are children allowed to run around in classrooms at break times. (See wet play below)
4. The school Safety Statement in the Code of Behaviour Policy lists all hazards on the schoolyard and this document is available to all supervisors.
5. Parents may request that their children be allowed leave during the school day due to appointments, etc. Parents are encouraged to use the “note from a parent” to inform the class teacher. Children must be collected in the classroom and signed out at the office.

### **Wet Day Protocol/Snow Day Protocol**

#### **Before School**

- School starts at 8.40am, but on a wet day the door will open for children at 8.35am.

Broadmeadow CNS  
Rathbeale Road,  
Swords,  
Co. Dublin  
Principal: Miss Jennifer Robinson  
Tel: 085 804 9106  
Email: [broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)  
Website: [www.broadmeadowcns.ie](http://www.broadmeadowcns.ie)



- All children will come straight into their classroom and parents will leave the children at the main black railings.
- Children will store their items and sit on the carpet area/individual desk/seat depending on the age of the child.
- Children will have a morning challenge to complete until all children arrive and the normal school day will resume.

#### During School

- If the weather is extremely poor, then children will remain indoors.
- Staff will provide activities for the children indoors on wet days.
- Children and staff will go out to yard if the weather is only minor. We recommend that a shower proof jacket, coat with a hood is brought to school.
- Rainy day books/tasks will be available for the children during wet break/lunch.

#### Wet Play 10.35am

- Children to attend 1<sup>st</sup> class for a short on screen item/story/song delivered by the teacher on yard. All children to be in the one area.

#### Wet Play 12.35pm

- Children to attend 1<sup>st</sup> class with their wet day books and a pot of colouring pencils per class.
- Children to be grouped in classes- 1<sup>st</sup> class at tables and J1 and S1 in one of the designated carpet areas.
- Adults to monitor and engage across the room that children remain safe and completing a productive task.
- Children may choose to read a book, draw on scrap paper etc.

#### Success Criteria

- Ensuring a safe child-friendly school yard
- Providing well organized and safe out of school activities
- Reinforcing school rules termly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Agreed and Ratified on .....

Signed BOM Chairperson .....

Signed Principal .....

**Broadmeadow CNS**  
**Rathbeale Road,**  
**Swords,**  
**Co. Dublin**  
**Principal: Miss Jennifer Robinson**  
**Tel: 085 804 9106**  
**Email: [broadmeadowcns@ddletb.ie](mailto:broadmeadowcns@ddletb.ie)**  
**Website: [www.broadmeadowcns.ie](http://www.broadmeadowcns.ie)**

