

POLICY ON SUPERVISION OF PUPILS **DURING NON-TEACHING TIMES OF THE DAY**

SCHOOL ETHOS AND MISSION STATEMENT

Bellaghy Primary School strives to provide, in partnership with parents, a broad quality education so that all the pupils can reach their full potential within a caring, secure environment promoting self-discipline, motivation and individuality.

- **Morning Arrival**

Early Birds' Club starts at 8a.m. where the children are supervised by a member of staff until 8.45a.m. Those pupils not attending Early Birds' Club are asked in the interests of Health and Safety not to arrive at school before 8.45a.m. Teachers are in their classroom from 8.45 a.m. with the school day commencing at 8.55a.m.

- **Break Supervision**

Breaktime is from 10.45 a.m. - 11.00 a.m. (on Thursday 11.00 a.m. – 11.15a.m.) Each day the teacher and classroom assistant on duty must maintain contact with the pupils throughout this time. They are also responsible for pupils lining up after break is over and ensuring all pupils return safely to their class. The teacher and classroom assistant on duty are solely responsible for the safety of the children and will be held accountable in cases of negligence of their duty.

Parents wishing pupils to remain indoors due to casual ailments must provide a note to cover a stipulated period eg 1,2days etc.

- **Lunchtime Supervision**

At lunchtime two supervisor ensures the safety and well being of our pupils. Pupils eating dinner do so in the school hall where one supervisor ensures order. Principal or another member of staff will be in attendance from 12.20 – 12.25p.m. Pupils remain in their respective eating area until they are finished their lunch or dinner. No pupil is allowed to leave until 12.40pm when they will be accompanied to the playground by a member of the teaching staff. When the bell rings at 1.58p.m., children line up and are escorted into class.

- **Wet/Cold Break and Lunchtimes**

On very cold or wet break and lunchtimes, pupils will remain indoors. Foundation Stage and Key Stage One pupils will watch a DVD in the Foundation Stage or Key Stage One classroom. Foundation Stage children may use colouring-in books. Key Stage Two pupils have a selection of 'Rainy Day Games' to play with in their classroom. At break time and lunch time, the teacher, classroom assistant or dinner

supervisor on duty will move between both rooms

- **Safety at Play**

Those on duty at break and lunch times are asked to note the following points.

P7 Playground Friends will monitor the Playground Activities on offer.

Pupils may only play on the grass areas when authorised to do so by the Principal as these areas are wet and muddy for the greater part of the school year.

Rough play, pulling, dragging, chaining, etc. is not allowed and will be dealt with by those on duty. Serious occurrences must be reported to the Principal and will be dealt with in accordance with the Positive Behaviour Policy.

N B Minor incidents are recorded and parent informed at the end of the day or contacted on Seesaw or by telephone. Moderate to serious incidents and accidents must be recorded in the Accident Book. Parents are informed as soon as possible. The teacher, supervisor or assistant on duty will treat minor injuries but when they suspect serious injury they should inform the recognised school First Aiders Mrs Torrens, Mrs Deans, Mr Dobson or Mrs Vicente.

*Policy Reviewed – October 2024
Review Due – October 2025*