

Yard Supervision and Procedures **Convent Primary School, Killaloe, Co.Clare.**

The following are guidelines on yard supervision procedures and related matters:

All areas of the yard should be supervised by a member of the teaching staff at all times and should, under no circumstances, be left unsupervised.

1. Sos break 11-11.15, Lunch 12.30-1pm. Bell rings five minutes before each break
2. Pupils eat in their classrooms during break. (In summer pupils can eat outside ensuring food is not eaten off the ground). Bins are provided for rubbish and pupils are educated re correct bins to use- junior pupils are assisted until they learn for themselves. Pupils use inside voices while eating inside.
3. There are two teachers on duty each day, one teacher supervises the infants and the second teacher supervises at the senior end. Teachers eat their lunch while circulating on duty. All teachers are required to use a travel mug with a lid if drinking hot beverages while on duty.
4. A yard duty rota is posted on the staffroom notice board.
5. If a member of staff is absent, the substitute teacher supervises yard. The permanent teacher on duty that day decides which yard the sub will supervise. This decision is based on the permanent teacher supervising the yard where there is greatest need amongst the pupils.
6. The teacher on duty in the infant room opens the front door of the school to allow pupils to access the toilet with teacher's permission during break and locks this door at the end of
7. Two senior girls help out in the infant classrooms and yards during breaks. Their rota changes every fortnight.
8. When finished eating pupils form an orderly line, they walk to the yard starting with the sixth class pupils and continuing down the classes. The teacher on the infant yard always leads the pupils onto their yard and senior infants from Ms Griffins room (Room 3) follow the infants from Ms. McLoughlin's (Room 1). The pupil minding in Ms Griffins room closes the back door when all pupils have exited. The teacher on duty in the senior end leads the pupils out first. The teacher in the infant room is the last to exit the building.
9. Sports equipment is distributed on yards at the start of lunch by senior pupils. Safe use of equipment and sharing of sports equipment is encouraged. Senior pupils collect equipment at the end of break and put it away.
10. Pupils are expected to play according to our school's Code of behaviour. If pupils misbehave they may be required to take time out from play and will be supervised by teachers during time out.
11. Pupils remain in designated yards and must get adult permission to leave the yard, eg to go to the toilet. In September new junior infants are escorted to the toilet area by the senior girls until they have settled in to school.
12. The teacher on senior yard rings the bell at the end of sos and lunch. The bell rings twice on yard- first bell is to freeze and second bell is to walk to the line in an orderly way. At the line

prayer after meals is said. Each class teacher comes and collects their class from the line starting with the Junior infants.

13. A yard duty book is signed by the teacher in each yard daily. Incidences are assessed and dealt with by the teacher supervising and recorded in the yard book. Class teacher is informed as necessary and if follow up is required. Pupils are not permitted to apply plasters.
14. In the event of a serious injury, another teacher is sent for to attend to the child, ideally the class teacher. Details of the accident including date, time, location, nature of the incident, names of witnesses and action taken afterwards should be recorded in the accident folder. Parents / guardians should be informed immediately and where contact cannot be made, qualified medical treatment should be sought for the child where necessary.
15. On wet days pupils stay in their classrooms for breaks. Board games/colouring activities are allowed at class teacher's discretion. Videos are not permitted during break times unless it is a special occasion. (Halloween/Christmas)

These procedures were discussed at a Board meeting on _27th September 2017.