

***Ballymany Junior Primary School.
Scoil Soisearach Baile Manaigh***

**Policy for the supervision of children
during break times.**

Morning Break:

10.30 a. m. Children in all classes are invited to go to the toilet in turn. (work continues as normal)

10.35 or 11.05 – 11.15a.m. Teachers on yard duty may go to the staff room and bring back refreshments to their rooms.

10.45 a.m. When the bell rings children are dismissed to their yard. In cold weather children must wear their coats.

All classroom/outside doors are locked except for rooms 3 and 6 and rooms 12 (11- when skipping is happening in Senior Infants) and 13 which are left open for emergency toilet use during break.

11.00 a.m. When the bell rings children in 1st and 2nd have been taught to watch out for their teacher with raised hand to collect them from the yard. Children from Junior and Senior infants are taught to line up when bell goes. The supervising teacher will remain on the yard until each teacher brings in his or her class after break.

Lunch Break:

12.25 p.m. When lunch bell rings all classes eat/drink as part of SPHE time in the classroom for ten minutes..Children are invited to go to the toilet.

12.35 p. m.. When the bell rings children are dismissed to their yard. In cold weather children must wear their coats.

1. **All classroom/outside doors are locked.** Rooms 3 and 6 and rooms 12 (11) and 13 are left open for emergency toilet use during break.
2. Children not finished eating may bring portable edibles onto the yard. It is not permitted to bring bottles, cartons, and yoghurts onto the yard. During the month of September no food is allowed on yard due to high volume of wasps. Allergies will be dealt with on an individual needs basis
3. Two buddies from second class will be assigned to each of the Junior Infant classes. Buddies who help the younger children at lunchtime liaise closely with the class teachers before the children go out. After that they are to liaise closely with the teacher on the yard.
4. In an emergency, the teacher on the yard will send the child in question with a class buddy to the staff room.
5. Serious accidents (see 9 below) will be dealt with in the Science room. When Sadie (The SNA with first aid assignation) is on yard duty Bryan, Eileen or Maria will administer to first aid. The class teacher should be informed by the supervising teacher if a child on the yard has an accident. Teacher on yard tends to minor cuts on the yard, perhaps bring an over the shoulder bag with basic first aid items? The teacher on yard will relay any information deemed necessary to the class teacher
6. No more than two children will be accommodated at one time in the room. In the event of there being more than two children hurt in the room another adult will be sent for.
7. In the event of an accident the teacher on yard duty will fill in an accident report on Aladdin in collaboration with the teacher in charge of accidents.
8. If a child urgently needs to use the toilet during yard time the teacher will allow them in through the doors to rooms:
 - a. 3 and 6 on the 1st and 2nd class yard and or
 - b. 12 &13 on the Infant yards.
9. If a serious accident occurs then the parents will be informed. In the event that the child needs immediate care the parents will be contacted immediately. A medical doctor will be sent for or the child brought to a surgery if necessary also. Parents give permission for such a course of action when they apply to the school.

Weather Contingency:

On days when children are kept inside the teachers will be on duty in the classrooms for their zones.

If there is a concern about the weather in regard to whether it is too cold or too wet to let the children out then it is the responsibility of the **deputy principal** to make the decision as to whether or not the children can be let out. It is important that teachers be given the chance to prepare an activity for the children to be constructively occupied if they have to remain inside. The following was agreed as the course of action:

10.30 a.m. The decision will be made by the **deputy principal** and if the children are staying in it will be announced before 10.35 a.m.

12.20 p. m. The decision will be made by the deputy principal and it will be announced before 12.25 p.m.

Ideally children should get a period on the yard every day. If there is a change of weather during the big break which would facilitate the children getting out then the teachers on the zones will allow the classes out on the yard.

Change in Weather while children are on the yard:

If the weather changes suddenly for the worse while the children are on the yard the teacher on duty will alert the staff and the children will make their way to their classrooms while their teacher returns to the room. Teachers on hearing the alert will go directly to their classes and set up activities for the children. They can then resume their break.

Appropriate behaviour on the yard.

1. Play on the yard can be lively and fun but there must always be consideration for other children.(For further details in this regard see Behaviour Management Policy)
2. The teacher on yard duty will correct unacceptable behaviour* and issue a verbal warning.
3. Children misbehaving can be given 'time out' for periods of not more than 10 minutes depending on the seriousness of the misbehaviour. 'Time outs' will be taken beside a window.
4. The class teacher of the child must be informed of incidents of unacceptable behaviour. Whether or not to record the incident of minor misbehaviour will be at the discretion of the class teacher. The teacher on yard (not the children) will relay any information relating to incidents as deemed necessary to the class teacher
5. For repeated serious unacceptable behaviour children will be sent to the principal and the misbehaviour will be noted on Aladdin

* The teacher on duty will be the judge of what constitutes acceptable or unacceptable behaviour.

Unacceptable behaviour will always include but will not be limited to the use of physical force by one child on another; kicking, punching hitting or pinching any other child on any part of their anatomy, teasing, name calling, and the use of inappropriate language.

When Class Teacher is absent and children are divided

In general, Junior and Senior infants are divided across the remaining seven infant classes. 1st and 2nd classes are divided across the remaining 1st and 2nd classes.

During yard children who have been allocated to another class will return to their own yard at break time. It is the responsibility of the class teacher to ensure that all children have returned to their class after the break.

See policy on 'Contingency and sub cover for supervising classes' when class teacher is absent

Collection by parents of sick children during break time

Parents coming to collect children during breaks must report to the teacher on the 1st or 2nd class yard who will send a messenger to the other yards to get the child. Parents must then go to the office and sign out their child before it goes home.

Cover for short term absences.

The team agrees that it will provide cover for short term certified and unexpected absences using a staff rota which is posted in the staffroom. The next person whose name is on the roster will be advised of their turn to do the yard duty by Maria. For scheduled absences such as, EPV days a swap will be arranged.

Managing swaps.

Swaps on the roster can cause confusion. It is important that the person in charge of the yard roster is informed of such swaps as well as the parties involved. If asked to do extra yard duty it is the responsibility of the teacher doing extra duty to write their initials on emergency roster which is posted in the staffroom