**Supervision During Recreation Periods**

Two supervised break periods occur during the school day. The small break is time tabled from 10.30 a.m. to 10.40 a.m. The supervised lunch period is time tabled from 12.15 p.m. to 12.45 p.m.

All teachers and SNAs are included on the list for supervision of the breaks. A timetable indicating each teacher’s and SNA’s supervision duties are displayed on the notice board in the staff room.

The following duties are the responsibility of teachers & SNA’s supervising the small break and lunch time period:

* The teacher / SNA on duty must be in the playground (or on school corridor on wet days) as soon as possible to the exact time that the children begin their break.
* The teacher / SNA must remain on supervision duty until the break period has ended.
* The teacher has ultimate responsibility for children during the break periods.
* Teachers / SNAs on entering the school playground must ensure that the two entrance gates are closed.
* The Teacher / SNA should carry the Playground Folder with her and complete it as necessary during her supervision.
* Children with injuries/complaints are dealt with directly by the teacher on playground duty. Children are not permitted to report directly to the staff room if there is an incident on the yard
* Teachers / SNAs must wear protective gloves when attending to a child who is bleeding.
* If parents indicate a worry about a particular child on the playground all teachers rostered for that playground duty are informed of the concern so that the particular concerns can be addressed satisfactorily
* The Teacher on duty must alert the class teacher if a child has a nose bleed or hits his/her head while in the playground. In both instances parents/guardians must be contacted.
* The Teacher / SNA must document any serious injuries, which he/she witnesses or is informed of, in the Incident Book, which is kept in the Staffroom
* The Principal must be informed of any serious issue which is documented in the Playground Incident Book.
* Teachers taking an EPV day or on CPD can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement. The revised arrangement must be changed on the Supervision Duty Rota.