

Supervision Policy

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**Introduction**

This policy was originally formulated in 2013 and reviewed periodically to reflect changes. It was reviewed in March 2025. It applies to all staff and children during school hours, break times and on all school related activities.

**Rationale**

The rules for National Schools 121 (4) and 124 (1) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during school related activities.

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

**Relationship to the characteristic Ethos of the school**

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 practical, the safety of children while at play on the yard or while engaged in school related activities
* To observe and monitor behavioral patterns outside the confines of the classroom
* to contribute to effective school management and comply with relevant legislation

**School procedures**

* All teachers are assigned supervision duties
* School opens at 8:50 a.m. It is expected that all children will have arrived by 9 am . All children are expected to be punctual.
* No responsibility is or will be accepted by the board of management or school staff for pupils arriving on the school grounds before 8:50 a.m.
* The school day ends at 1:30p.m. for infants and 2.30p.m. for the rest of the children
* children should be collected punctually
* at the beginning of each school year parents are reminded of these times in a welcome back letter and in the school rules which parents are asked to sign yearly
* It is the policy of the school to supervise the schoolyard at all times during regular lunch breaks
  + **Junior break** 10:30 a.m. to 10:45 a.m.
  + 12:20 p.m. to 12:45 p.m.
  + **Senior break** 10:50 a.m. to 11:05 a.m.
  + 12:50 p.m. to 13:15p.m.
* Teachers assume a duty of care at 8:50 a.m.
* children assemble on the school yard and are brought into their classroom by their teacher. From then on no child can leave the school premises without being accompanied by a teacher or called for by a parent or other nominated and recognised person
* A supervision rota is drawn up by a post holder in consultation with the principal and staff and this Rota is displayed on the staff room notice board
* rules of the school yard are reviewed and revised continually and communicated to children regularly
* children are assigned to various yards & this is reviewed regularly depending on the condition of the playing field
* children are not allowed to re-enter the school during break
* children may only remain inside if they are injured incapacitated and have a written note from a parent or guardian. it is our belief that if children are well enough to be in school then if they are well wrapped up, fresh air will only be beneficial to them
* If a child sustains an injury then they sit in the designated area (porch)
* Children who are sick should not attend school
* 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
* Teachers taking an EPV day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent, a volunteer colleague will assume his or her duties in a reciprocal arrangement
* SNAs & secretary 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 your duty . The schools anti bullying policy covers incidents of misbehaviour
* children with injuries / complaints are dealt with directly by the teacher on yard Duty
* children are not permitted to report directly to the staff room if there is an instant on the yard
* First aid boxes and accident report books are kept as a matter of procedure. All accidents where there is an injury involved should be noted in the accident report book by the teachers on supervision or by the relevant class teacher.
* Where teachers suspect that a child is unwell parents are alerted usually by phone.
* If children remain uncollected after 2:30pm. the school always ensures that a duty of care is provided until a parent or guardian calls
* at all other times each teacher is responsible for the supervision of all children under their care
* at dismissal time, each class teacher walks his or her class to the school door
* no supervision is provided outside the school gates
* Unless unavoidable, the teacher should never leave their classroom unsupervised
* children who are withdrawn from their mainstream classroom for support teaching should be collected at the classroom door by the relevant teacher
* In the extreme instances whereby a parent or the bus driver has been delayed the child / children inform teachers and every effort will be made to contact the parent or bus driver or to wait until the child / children are taken home either
  + by delayed person who arrived late
  + persons nominated by the child's parents verbally over the phone
  + contact persons name on the child's enrolment form

**Special provisions**

1. For out of school activities such as games, swimming, tours, backup provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult for 15 children with individual teachers in charge of specific groups
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. The SNAs remain in the classroom to which they are primarily attached
4. When visiting teachers such as sport, language, music take over a class, the school encourages teachers to maintain a presence. Neither SNAs nor pupils are left in sole charge of a class.
5. It is the responsibility of the teacher on yard Duty any given day to decide if the weather is too inclement to go outside
6. The school safety statement lists all hazards on the school yard and supervisors are accordingly briefed.

**Roles and responsibilities for implementation of this policy**

1. Each teacher will be responsible for supervision at designated times as already outlined in this policy
2. The principal teacher will have the ultimate responsibility for ensuring that school practice is carried out and adhered to.

**Success criteria and review**

* Ensuring a safe child-friendly schoolyard
* Providing well-organised and safe out of school activities
* Reinforcing school rules termly
* Reviewing supervision duties yearly
* Altering are adjusting procedures deemed to be in operable

**Implementation**

This policy has been an operation since 2013 when it was first ratified by the board of management.

**Reviewed :** March 2025

**Responsibility for review**

* All members of staff
* Parents /Guardians
* Board of Management

**Ratification and Communication**

Policy ratified by B.O.M. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of the Board of Management