



**St Mary's NS**

**Supervision Policy**

**October 2025**

### **Introduction**

This policy was originally formulated in 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 all school related activities.

Legislation such as the Health Safety and Welfare at Work Act and recent Court judgments 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 is practicable, the safety of children while at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

## **School Procedures**

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10:45am to 11:00am, 11:05am to 11:20am, 12.30pm to 12:45pm and 12:50pm to 1:05pm
- The school assumes a duty of care at 8:45am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 8:45am
- Students enter the classrooms from 9:00am and external doors are closed at 9:15am, there will be ample supervision in the hallways at this time
- Rotas for supervision are drawn up by a post holder in consultation with Principal/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
- 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
- Staff members should circulate and intervene as necessary on the yard. Staff are encouraged to be proactive on the yard and engage with the children
- Phone use should be avoided whilst on duty
- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day 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

- Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated children with Special Needs, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools Bí Cineálta/Code of Behaviour 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 incident on the yard
- Children are not to leave the yard at break without permission from a staff member on duty
- Children will be reminded/encouraged to use the bathroom before break. In certain instances, children may need to use the bathroom
- Incident books are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Incident 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
- Restocking of first aid boxes: First Aid boxes to be re-stocked termly or when the need arises
- If children remain uncollected after 1:40pm/2:40pm/3.40pm (homework club), the school always ensures that a duty of care is provided until a parent/guardian arrives, or the parent/guardian gives their permission for the child to make their own way from school
- At all other times each the teacher is responsible for the supervision of all children under their care
- At dismissal time in the evening the staff supervise the yard space by the blue gate on the Island Road. All children are escorted to the yard to their regular collection point. No supervision is provided outside the school gate

- Teachers should never leave their classroom unsupervised. For instances where the class teacher has to leave the room, cover needs to be organised
- Younger children who are withdrawn from their mainstream classroom for Special Education Teaching should be collected at the classroom door by the relevant teacher.

### **Special Provisions**

- Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups
- 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 through phone/Aladdin Connect App
- On wet days children remain in their classes under the normal supervision rota
- When visiting teachers/speakers are presenting to a class the class teacher must remain with the class for the duration
- The school Health & Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- Parents may request that their children be allowed leave during the school day due to health commitments etc. Parents must sign the early leavers book for this. This is located outside Aileen's office

### **Success Criteria and Review**

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules termly
- Reviewing supervision duties yearly or as the need arises
- Altering or adjusting procedures deemed to be inoperable

**Ratification and Review**

This policy has been ratified by the Board of Management and will be reviewed every two years.

Signed:           *Sr. Betty Baker*           Chairperson Board of  
Management

Date:           15 | October | 2025