School Supervision Policy

Ratified by the Board of Management on 22nd September 2026

1. Purpose
The purpose of this policy is to promote the safety, wellbeing and protection of all students by ensuring appropriate supervision arrangements are in place throughout the school day. Effective supervision is an important element of the school's duty of care and contributes to a safe environment in which students can learn, play and participate in school activities.

2. Scope
This policy applies to all school staff, including teachers, Special Needs Assistants (SNAs), school leaders, substitute staff, volunteers and any other adults authorised by the school to work with students.

3. Principles
The school is committed to ensuring that:

- Students are appropriately supervised during the school day and during school activities.
- Supervision arrangements take account of students' age, maturity, additional needs and the nature of the activity.
- Staff maintain professional boundaries and conduct themselves in accordance with the school's Child Safeguarding Statement and relevant policies.
- Safeguarding concerns identified during supervision are reported promptly in line with school procedures.
- Risk assessments inform supervision arrangements where appropriate.

4. Supervision on Arrival

- The school will clearly communicate the supervision start time to parents/guardians each year.
- Responsibility for students arriving before the designated supervision time remains with parents/guardians unless alternative arrangements have been agreed by the school.

- Designated staff shall supervise arrival areas, school entrances and routes to classrooms or assembly points as appropriate.
- Staff shall be visible and accessible and shall monitor students' safety, welfare and behaviour during arrival times.
- Any safeguarding, welfare or safety concerns arising during arrival shall be addressed promptly and reported in accordance with school procedures.
- Particular attention shall be given to areas where students congregate before the commencement of classes.

5. Break and Recreation Supervision

- A supervision rota is established for all break periods. The school senior leadership team should review the rota daily and ensure that it remains fully operational.
- Where a staff member assigned to supervision duties is unavailable due to in-service training, attendance at meetings, or other school-related business, they should try to get another teacher to do their cover or failing that link in with the Deputy Principal who looks after the cover to make them aware of their absence, ensuring that the supervision rota remains fully operational and that appropriate student supervision is maintained.
- Designated staff shall supervise assigned areas and actively monitor student activity.
- Supervising staff shall position themselves so that they can effectively observe students and respond promptly to incidents or concerns.
- Vigilance shall be exercised regarding bullying, exclusion, unsafe behaviour, accidents or safeguarding concerns.
- Any incidents shall be dealt with and recorded in accordance with school procedures.
- Staff and students will adhere to the school timetable for class start and finish times to allow for the effective operation of the supervision rota.

6. Dismissal Supervision

- Appropriate supervision arrangements shall be in place at the end of the school day.
- Staff shall supervise students until they are collected or depart in accordance with agreed school procedures.
- Younger students or those with identified needs shall only be released to a parent/guardian or other authorised person, unless alternative arrangements have been formally agreed.
- Any safeguarding concerns arising during dismissal shall be reported and managed in accordance with the school's Child Safeguarding Statement and relevant policies.

7. Toilets

- Toilets are private spaces but are routinely checked by staff on supervision duty.
- Staff shall supervise access to toilet areas through regular monitoring and awareness of student movement.

- Students requiring assistance shall be supported in accordance with the school's Intimate Care Policy and safeguarding procedures.
- Any concerns regarding student safety, behaviour, bullying, damage, or inappropriate conduct in toilet areas shall be investigated promptly and reported as necessary.
- Staff should avoid being alone with a student in a toilet area unless required for health, safety or care reasons and in accordance with school procedures.

8. Changing Rooms

- Appropriate supervision arrangements shall be in place before and after changing activities.
- The privacy and dignity of all students shall be always respected.
- Staff should avoid remaining in changing areas while students are changing unless supervision is necessary due to age, safety considerations or identified needs.
- Where entry to a changing area is required, staff should announce their presence where appropriate and ensure that safeguarding and privacy considerations are maintained.
- Any safeguarding concerns arising in changing areas shall be reported immediately in accordance with school procedures.

9. Other Areas Requiring Supervision

The school will ensure appropriate supervision arrangements for areas and activities including:

- Corridors and stairways.
- School entrances and exits.
- School halls and communal spaces.
- School transport arrangements where applicable.
- Educational visits and school outings.
- Sporting, cultural and extracurricular activities.
- Any other area or activity identified through the school's risk assessment process.

10. Safeguarding Concerns

All staff have a responsibility to:

- Remain vigilant to signs of abuse, neglect, bullying or other welfare concerns.
- Respond appropriately to concerns that arise during supervision.
- Report concerns promptly to the Designated Liaison Person (DLP) or Deputy Designated Liaison Person (DDLP) in accordance with the school's Child Safeguarding Statement and Child Protection Procedures.
- Maintain appropriate records of incidents and concerns where required.

11. Review of Supervision Arrangements

The principal shall ensure that supervision arrangements are reviewed regularly to confirm that they remain effective, proportionate and responsive to the needs of students and the school's safeguarding obligations.