Piper's Hill College
Supervision Policy

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Date of Commencement: Date of review	10/December 2025

Signed _____ Chairperson of BOM

DATE 10/12/25

Signed _____ Principal

DATE 10/12/25

Introduction & Rationale

Piper's Hill College recognises its duty of care to take all reasonable precautions to ensure the safety, protection and wellbeing of students while on the school premises, grounds, and during all school-related activities, including travel directly to and from such activities undertaken with the knowledge and authority of the school.

This policy gives practical effect to that duty of care and sets out clear supervision arrangements before school, during class changeovers, at breaks and lunch, after school, and on off-site activities.

Legal and Policy Framework

This policy is informed by, and will be implemented in line with, the following:

- **Children First Act 2015** (and **Addendum 2019**)
- **Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)**
- **Safety, Health and Welfare at Work Act 2005**
- **General Data Protection Regulation (GDPR) 2018** and the **Data Protection Act 2018**
- **Piper's Hill College Child Safeguarding Statement**
- **Bi Cinealta Policy to prevent and address Bullying behaviour**
- **Piper's Hill College Code of Behaviour**
- **Health and Safety Plan**

Ethos

This policy aligns with the school's ethos of **providing a safe, inclusive and secure environment for learning** for all students and the wider school community.

Scope & Definitions

- **Supervision** includes all formal and informal monitoring of students by staff on school premises and during school-related activities.
- **School-related activity** includes any activity organised by or sanctioned by Piper's Hill College, on or off campus, including direct travel to/from the activity under school arrangements.
- **Parents** include legal guardians.

Aims & Objectives

Piper's Hill College aims to:

1. **Inform parents** that the school does **not accept responsibility for students before 08:00.**
2. **Ensure, as far as practicable, the safety of students** while on school premises/grounds, moving between classes, or engaged in school-related activities.
3. **Support and reinforce** the Code of Behaviour and Bi Cinealta/Be Kind Policy through active presence, observation and timely intervention.
4. **Contribute to effective school management** and compliance with relevant legislation and Department of Education (DEY) requirements.

It is the policy of the school to supervise the school premises at all times during regular breaks. Insurance cover is provided for all students, in school and during school related activities (ie: any activity taking place with the full knowledge and authority of the school, including direct travel to and from such activities).

School Day Overview & Supervision Windows

School opening: The building opens at **08:00**. Students must stay on Corridors on A Floor- (Non Red zone area), Canteen area or Basketball courts. See Appendix B

Supervision in designated year areas(this is the corridor where rooms are for tutorial in the morning) begins at **08:30**. Students may access lockers (not on A Floor) from **08:30**

Timetable:

- **Monday/ Tuesday/ Wednesday/ Thursday:** 08:46–15:40
- **Friday:** 08:46–13.05

Breaks:

- **Morning break:** 10:50–11:05 (all years remain on school grounds on A floor only; no classroom access unless supervised)
- **Lunch:**
    - 13:05- 13.40 (all years remain on school grounds on A floor only; no classroom access unless supervised by a teacher/SNA/ SCP worker)

After-school supervision:

- **General departure:** supervisors deployed to the front of school for **15 minutes** after the last bell.
- **Bus supervision:**
    - **Mon/Tue/Wed/Thur:** 15:40–15:50

- **Fri:** 13:10–13:20

Exceptions: Students attending Homework Club, After-School Study, or sanctioned extra/co-curricular activities are supervised by the organising staff member(s) for the duration and must depart immediately after the activity.

Roles & Responsibilities

Students

- **Students** must follow staff instructions,be aware of and remain in designated areas at designated times and adhere to the Code of Behaviour at all times.
- **No student** should be in a classroom or specialist room **without a teacher present**.
- If teacher doesn't turn up to a class a member of the class should go to the front office to report.
- **Movement between classes:** students should proceed directly to their next class in a responsible manner; staff monitor nearby corridors when moving between rooms.
- Be aware of different areas Break and lunch are in the **canteen** and A floor corridors/ designated outdoor areas (pitch/courtyard) **when directed** by supervising teachers.
- Junior and Senior students should use their designated toilets and the supervising teacher should ensure bags are left outside and maintain a queue system at busy periods.
- Lockers can be accessed at start and end of break and locker areas are supervised to ensure prompt return to class at end of break.
- On school tours act in a respectful and responsible manner as outlined in Code of Behaviour. Follow supervising instructions.

Parents/Guardians

- **Parents/Guardians** should note school opening times and ensure students do **not** arrive before 08:00; collect students promptly at the end of the day unless using approved transport or partaking in activities.
- Encourage students to follow instructions within this policy.
- Ensure that child is covered by school Insurance.
- Inform school of any concerns they have about supervision in a timely manner.

Teachers

- For those who participate in the **Supervision and Substitution (S&S)** scheme nominate **7 'on-call' periods**, of which **3 periods** are designated for **S&S** supervision cover.
- Arrive promptly to duty posts, remain for the duration, and actively supervise.
- Be fully aware of the Zone for their supervision.

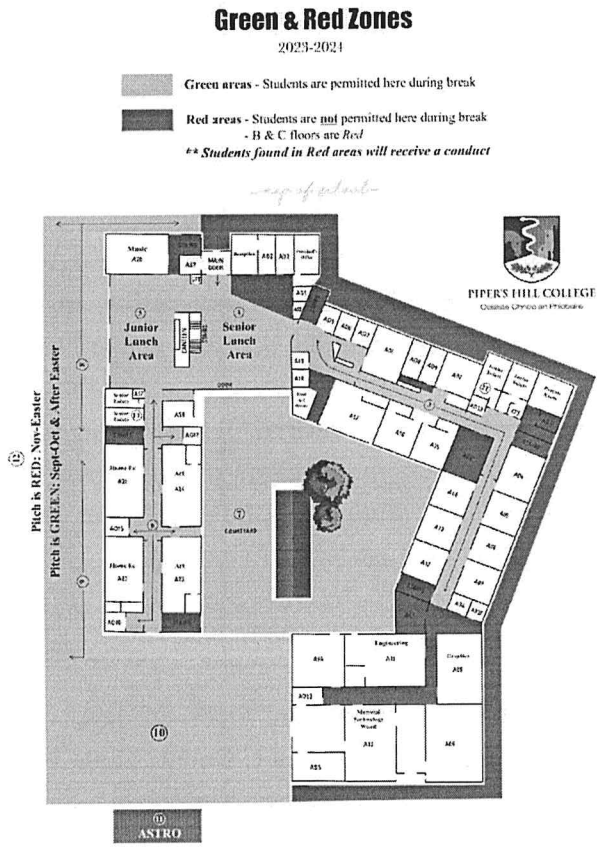
- Record and report incidents in line with this policy and the Code of Behaviour and notify the Year Head and/or a member of the senior leadership team.
- All accidents or serious incidents must be recorded and reported in accordance with the school's Health and Safety Statement. Accident Report forms are retained as a matter of procedure. These are kept on file by the Health and Safety Officer. (See Appendix- Accident Report Form)
- Supervisors intervene in line with the **Code of Behaviour** and **Bi Cinealta Policy**.
- **Detention:** students remain under staff supervision for the full period. The detaining teacher is responsible for supervision arrangements.
- The organising teacher is responsible for supervision for the duration.
- For all tours, matches (hurling, basketball, football, soccer, athletics, etc.), workshops and trips, the **organising teacher** ensures suitable **staff–student ratios**, ensures attendance taken, conducts risk assessment,gets parental consent, and adheres to Piper's Hill College policies.
- Students are supervised from **departure point** until **return**. Travel arrangements are included in the supervision plan. The accompanying teachers should supervise the students if they return to school early and keep students in the main foyer until return to class or end of day.

Areas Under Supervision

- **Indoor:** corridors, canteen, toilets, lockers, reception/front foyer. Students do not have access to red zone areas such as stairwells and B and C floors. There is signage around the building identifying these areas.
- **Outdoor:** See Appendix A - Map of School with Supervision Areas

Appendices

Appendix A — Map of School with Supervision Areas.



Note: Exact locations and signage to be confirmed each term and communicated to students.

Appendix B — Sample Supervision Roster with Zones

PART 1 LUNCH SUPERVISION 2025/26

		1	1	1	1	2	3	1	1	1	1	1	1	1	1
Day	Time	Zone 1: Senior Toilets	Zone 2: Junior Toilets Boys	Zone 3: Junior Toilets Girls	Zone 4: Guidance/BFL	Zone 5: Senior Lunch Area	Zone 6: Junior Lunch Area	Zone 7: Home Ec & Art Corridor	Zone 8: Court yard	Zone 9: BBall Courts 1-2 & Music Rm	Zone 10: BBall Courts 3-6	Zone 11: Outdoor Class-room	Zone 12: Astro	Zone 13: Walkway/pitch area	Zone 14: 2nd Year Locker Area

Appendix C — Homework Club & After-School Study (Example Schedule)

- **Homework Club:**
  - Mon & Tue: **15:40–16:20**

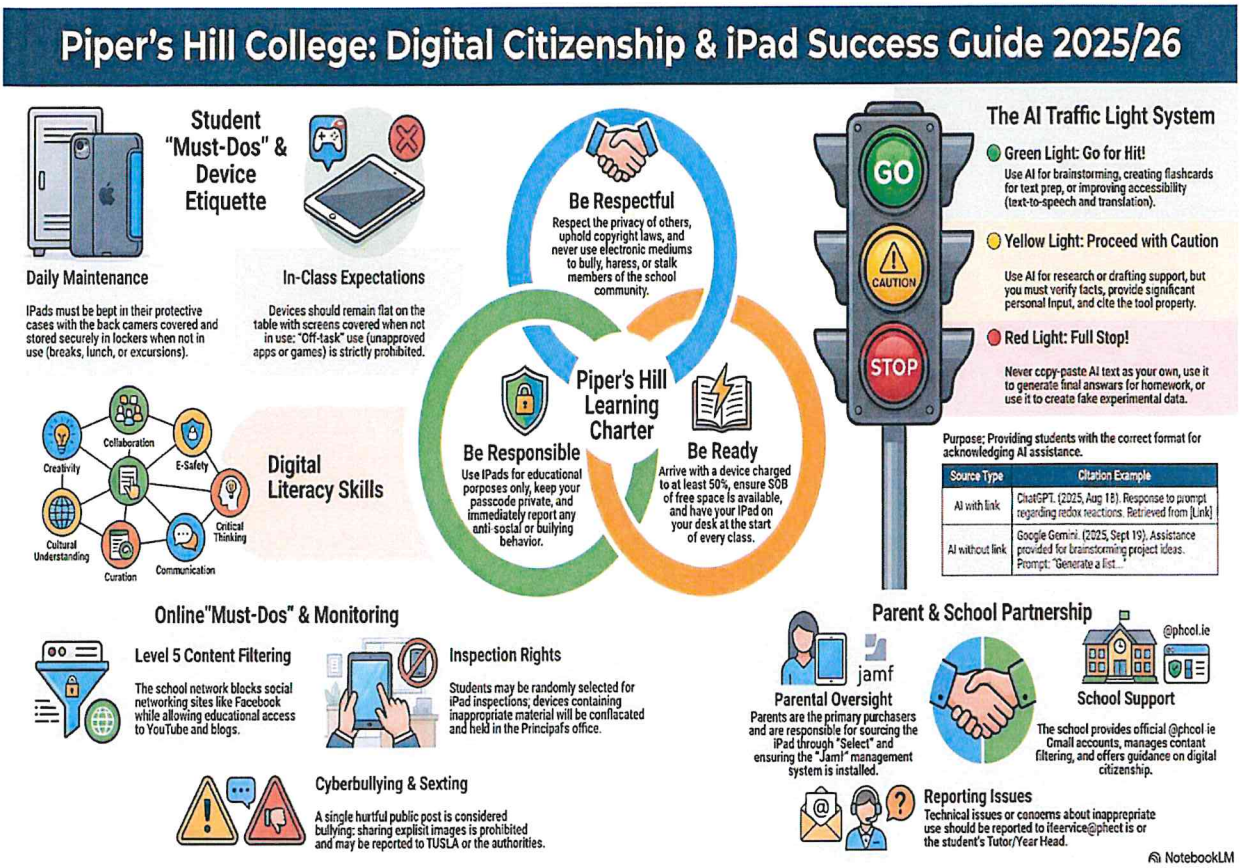
    - Wed & Thu: **15:00–15:40**
- **After-School Study:**
    - Mon/Tue/Wed/Thur: **15:55–17:55**
    - Wed & Thu: **13:15–15:15**
- **Mid-Term/Exam Study:** dates/times notified to parents/students.

Note: Actual times will be confirmed annually and published via the school calendar.

Appendix D- Year Group Areas and Lockers

- 1st Year- B Floor B06-B12
- 2nd Year- A Floor A06-A13
- 3rd Year- A15-A01 Corridor/ B03-B06 Corridor
- Transition Year- B16-B24 Corridor
- 5th Year- C Floor
- 6th Year- C Floor

Related Policies: Child Safeguarding; Code of Behaviour; Anti-Bullying (Bi Cinnealta); Acceptable Use (ICT); Health and Safety Statement



AUP POLICY SUMMARY

This infographic outlines the essential rules and expectations of the **Acceptable Use Policy (AUP)** for the Piper's Hill College community. The policy is built upon the school's Learning Charter: **Be Respectful, Be Ready, and Be Responsible**.

The Student Learning Charter

Be Respectful Be Ready Be Responsible Respect property and privacy

privacy: Uphold copyright laws and value others' personal information.

Kindness Online: Treat others with fairness and courtesy in all digital spaces.

Appropriate Content: Only use school-appropriate screensavers and avoid offensive sites.

Full Charge: Arrive with your iPad charged to at least **50%**.

Class Setup: Have your iPad and all equipment ready on your desk at the start of class.

Locker Habits: Keep the iPad in its case and locked in your locker when not in class.

Educational Use: Use the device only when and how your teacher instructs.

Report Issues: Immediately report loss, theft, or any anti-social/bullying behaviour.

Data Management: Maintain **5GB of free space** for academic work; personal files come second.