



Supervision Policy

Introductory Statement

This policy was formulated as a part of the Child Protection Risk Assessment review in St. Patrick's SNS, Skerries.

In accordance with the Department of Education guidelines the staff of St. Patrick's SNS undertakes the supervision of all our pupils when they are on the school premises during school time and/or on school activities and outings. It applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

This policy was formulated in October 2024.

Rationale

The rules for National Schools 121(4) and 124(1) oblige 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 playing on the yard or while engaged in school related activities.
- To specify guidelines for the effective supervision of pupils.
- To contribute to effective school management and comply with relevant legislation.

Times identified as presenting need for supervision

The following were identified as times when supervision of pupils is called for:

1. Arrival of pupils
2. End of Day dismissal of pupils
3. Mid-morning and lunchtime breaks
4. In school activities
5. Teacher having to leave classroom
6. School tours
7. Specific circumstances
8. Teacher Absences

1. Arrival of pupils / Morning Supervision

On the issue of supervision before school, it was decided by the Board of Management on the advice of Allianz that pupils required a reasonable amount of time before school to enter the school building, and that the school could reasonably be expected to supervise pupils for a period of 10 minutes prior to the commencement of the school day at 9.10am. The principal, deputy principal, SET team and SNAs will monitor entrance points while teachers are required to be in their class from 8.50am. Parents are advised that outside of these times pupils would be on the school premises at their own risk unless attending an activity supervised by a teacher. Parents are requested wherever possible not to drop their children to school before 8.50 am.

- It is school policy that the school gate is open in the morning before school. Pupils arriving early must wait outside the school gates until the bell goes.
- In accordance with our Child Safeguarding Statement, pupils will be monitored from 8.50am – 9.19am in two designated areas, the Junior entrance and the Senior entrance.
- On mornings when it is raining sufficiently, snowing or the school yards are deemed dangerous due to frost the pupils will be admitted to the school halla from 8:40am
- The decision to admit the pupils will be made by the principal/deputy principal/AP1.
- The principal / deputy principal / AP1 will admit the children to the school hall at 8.40am and supervise them until 8.50am. The children will make their way to their classrooms.
- A Special Needs Assistant will assist those with additional needs transitioning from their parent/guardian to classroom if needed.
- The front door and side gate will be closed at 9.15 am.

2. End of Day Dismissal of Pupils

- Teachers supervise their own pupils while they are leaving the school at 2.30pm.
- Teachers will accompany each line to the exit where they will be collected by a parent or guardian. Pupils allowed to walk/cycle home alone will leave the same way. Parents are requested to send a note to the teacher allowing their child to walk / cycle home alone at the start of each school year.
- If a pupil is not collected on time (within 5/10 minutes of class dismissal), the child will come into the school and their class teacher, or the school secretary will ring their parent / guardian. The child will stay under the principal's or the class teacher's supervision until the child is collected.

- Contact details for parents are available to the secretary and class teacher. It is the responsibility of the parents to provide a minimum of two valid and current contact numbers upon which they can be reached in the event of non-collection.
- If parents are regularly late, they might be invited to meet with the class teacher and the principal to discuss the issue. Should it not be resolved, the issue may be referred to the Board of Management.

3. Mid- Morning and Lunch Breaks

- Sos or mid-morning break is between Junior and Senior breaks. (From 10.30 – 10.40 or 10.50 – 11.00).
- Children are supervised in their classrooms while they eat their break/lunch by the class teacher or partner teacher / SET if the class teacher is on yard duty. The partner teacher may be assisted by an SNA who remains in the classroom with the door left open. The partner teacher / SET teacher has ultimate responsibility for the class.
- A yard duty roster is compiled at the beginning of each month and is displayed in the staff room.
- Teachers on yard-duty supervise the yards to ensure and encourage the safety and good behaviour of the pupils.
- Two teachers are on yard duty at all times. The SNAs on yard duty stays with their assigned pupils, and offers good oversight of events on yard to the teacher on duty whenever possible
- On wet days the same rostered teachers and SNAs supervise the classrooms and corridors on both the Junior corridor and the Senior Corridor.. The door to each classroom will remain open and the teacher on duty will monitor from the corridor.
- If a child is injured during breaktime, depending on the seriousness of the injury, the child may be escorted into the building by the SNA on duty to where they will be examined by their own teacher who will assess the injury and make the decision on whether to call parents/guardians. The class teacher will supervise the pupil with the assistance of the school secretary until parent/guardian arrives – if the decision has been made to send the child home.
- All injuries above the neck area or other non-minor injuries are reported to parents/guardians and recorded via the yard incident book. This can be found beside the First Aid press.
- Minor injuries on yard which require attention are dealt with by the teacher/SNA on duty. They will inform the class teacher of these when the teacher comes to collect their line.
- If a child needs to leave the yard area to go to the toilet, they should ask the yard-duty teacher. They will then go to the designated yard toilet in the main lobby with a friend. Class teachers should remind their class to use the toilet before going out to the yard.
- Pupils are regularly reminded of safe, acceptable yard behaviour both in their classrooms and at assembly.

- Where staff and/or parents/guardians express concerns about a pupil's behaviour, all yard duty personnel are informed, and agreed individually planned procedures are put in place to ensure the safety of all.
- Play equipment in the form of balls, skipping ropes and hula hoops are available to use on yard.
- At the end of play-time, the bell is rung, all children stop and 'freeze', the bell is rung a second time and the children walk to their class lines.
- When returning to the classroom from the yard, the class teacher always leads the line. The teacher on duty will remain in the yard until the last class has been collected to ensure that all children have entered.
- Children excused from yard for medical reasons will sit outside the office for the duration of yard time with a friend. The Principal/Deputy Principal will supervise these páistí.

4. In School Activities

In-school: General

It is school policy that pupils are adequately supervised at all times – returning from breaks, in the outdoor classroom, during field trips and for off-site PE

- When classes leave the school premises, there should always be two staff present. The class teacher leads the line and an SNA or SET teacher stays at the back. Special Needs Assistants must also ensure that children with primary care needs are adequately prepared and supervised for such activities. Short off-site field trips provide enriching cross-curricular learning experiences for our pupils. At least two members of staff must always be present during these trips. These include trips to the playground, library, beach, community centre etc.
- Pupils who need to leave the classroom on a message are always accompanied by another pupil.
- Pupils should not run within the building (with the exception of PE activities) or while transitioning around the school premises.

Additional In School activities

P.E coach / Outside Speaker:

- Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

Physical Education

- Teachers must supervise pupils in the handling of all equipment necessary for PE class to ensure safe lifting and handling.

Moving equipment

- Pupils are only permitted to move large equipment and furniture under staff supervision.

Extra-curricular games and sports activities

- Pupils taking part in indoor or outdoor games after school do so under the supervision of the organizing teacher.

Special Education Teaching

- Pupils who are withdrawn from their class for Special Education Teaching should be collected and returned to class under the supervision of a teacher or a SNA.

Withdrawal Intervention for Pupils with Additional Educational Needs

- Some pupils with additional needs may need to be temporarily withdrawn from the classroom under the supervision of a Special Needs Assistant. This should always be done in accordance with their Student Support Files and their Personal Pupil Plans.

Toileting and Intimate Care

- The school has an Intimate Care policy which should be adhered to when a pupil needs toileting assistance or assistance with changing after an accident.

5. Teacher having to Leave the Classroom

Children should not be left unsupervised for any length of time. If a teacher unavoidably needs to leave the classroom, the following applies:

- Short unavoidable absence – Teacher notifies the partner teacher or teacher next door and both classroom doors are left open with supervising teacher checking-in on the class, where possible a SNA should be present in one of the classrooms.
- Break: teachers on yard duty take their break immediately after yard duty, cover is provided at these times by the teacher next door or an SNA. The teacher must leave work for the class to complete during this time.
- Meetings should not be scheduled during class-time unless cover/supervision can be arranged.
- Parents are requested not to engage the teachers in these meetings at times when teacher are responsible for supervising pupils. Parents are asked to arrange a meeting through the secretary if they want to meet with the class teacher. This ensures proper supervision can be arranged.

6. School Tours

On out of school activities such as games, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.

7. Specific Circumstances

After school activity: the instructor / coach is responsible for contacting parents/guardians and for the supervision of the pupil until they are collected.

8. Teacher Absences

- In the event of a planned absence, it is incumbent upon the teacher to arrange for his/her designated yard buddy to swap supervision duties. In an unplanned absence, the designated yard buddy of the teacher will complete the yard duty.

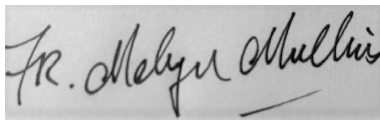
- In the event of a non-substitutable teacher absence, the class will be divided among the other classes within the same stream, as far as possible. The Principal or Deputy principal will supervise the class until they go to their designated classroom for the day.

Success Criteria

This supervision policy will be deemed successful

- By ensuring a safe environment for all pupils in our care.
- By ensuring school tours and off-site visits are conducted safely.
- By ensuring yard rules are reinforced on a regular basis

Signed and Dated: 07.10.25

A handwritten signature in black ink, reading "Mr. Melyn Mullins". The signature is written in a cursive style with a horizontal line underneath.

Chairperson of the BoM

A handwritten signature in black ink, consisting of stylized initials or a short name.

Principal