



Supervision Policy

1. 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.

Department of Education Circular 0033-2013 Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) states that, from the beginning of the 2013/14 school year, each teacher is required to provide 43 hours supervision per annum.

Legislation such as the Health Safety and Welfare at Work Act 2005 has placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

2. Relationship to the Mission Statement of the School

This policy aligns with the Mission Statement of the school. Consistent implementation of the policy will assist us in the creation of a safe and inclusive learning environment.

3. Relationship to School Policies

This policy should be read in conjunction with the following school policies:

- Health & Safety Policy
- Child Safeguarding Statement and Risk Assessment
- Code of Behaviour
- School Tour Policy
- Bí Cineálta

4. Aims

The Board of Management of Scoil Gharbháin has developed this Supervision Policy to:

- Ensure the safety and welfare of all pupils during school hours and sanctioned school activities.
- To promote positive behaviour and prevent accidents or injuries.
- Provide clarity on the roles and responsibilities of staff in the supervision of pupils.
- To establish clear procedures for supervision before, during, and after school, and at all school activities.

- Comply with the Rules for National Schools, the Education Act 1998, Child Protection Procedures for Primary and Post-Primary Schools 2025 and the Health Safety and Welfare at Work Act 2005.

5. General Principles

1. The Board of Management has a duty of care to all pupils during school hours.
2. Teachers have a professional duty to supervise pupils in accordance with Department of Education requirements. The duty of the teacher is *to take such care of his/her pupils as a careful parent would of his/her children*, a principle known as ***in loco parentis*** (in the place of the parent.) The level of supervision required of the teacher will depend on the circumstances and the age of the pupils in question.
3. Supervision is a shared responsibility among the teaching staff, supported where appropriate by Special Needs Assistants (SNAs) and ancillary staff.
4. Parents/guardians are responsible for their children outside of official school hours.

6. Supervision Arrangements

In every supervisory position in the school, the teachers on supervision duty are also responsible for promoting Irish language use among the students. It is recommended to break the habit of speaking English among students who have spoken competence in Irish, by asking them to stand with the teacher for a few minutes if they are continuously using English.

(i) Morning Supervision

1. The morning supervision team consists of all members of the inschool management team.
2. The school premises will be open to receive pupils from 9.10a.m. Only pupils attending the on-site breakfast club should be on the school site before 9.10am on school mornings. The school does not accept responsibility for pupils arriving before that time. Classes commence each day at 9.20a.m.
3. Each school morning at 9.10am, the school bell rings and pupils are welcomed onto the school yard from the main gate or from the breakfast club. When the weather is dry pupils are supervised by the morning supervision team. Pupils are expected to play in their class groups in the designated areas until 9.20a.m., at which time they line up and are collected by their teacher and brought to their classrooms.
4. Due to inadequate space for all pupils from 9.10am - 9.20am, ball play is not permitted on the school yard during this time.
5. Teachers not scheduled for morning supervision are required to collect their classes at 9.20a.m.
6. On wet mornings, pupils are admitted to their classroom from 9.10am. The morning supervision team will patrol between classrooms, until the class teachers arrive at 9.20am.

(ii) Evening Supervision

1. Classes end each day at 2p.m for Junior Infant and Senior Infant pupils, and at 3pm for pupils from 1st class to 6th class.
2. At 3p.m., the school bell rings and pupils from 1st to 6th Class make their way to the main school gate, with their class teachers.

3. Teachers of pupils in Junior Infants, Senior Infants, 1st and 2nd Classes are required to remain at the gate until they are satisfied that all pupils have been collected.
5. The school does not accept responsibility for the conveyance of pupils to or from school.
6. Pupils in Infant Classes must be brought to and from school by an adult, although an older pupil such as an elder sibling, cousin, neighbour etc. may bring the younger pupil from the school gate on arrival at the school, i.e. the adult can drop at the school gate.
8. In the case of pupils travelling on the school bus, Scoil Gharbháin cannot accept responsibility for conveying them from the bus to the school, or vice versa.
9. The school is not responsible for pupils who remain on the premises after official closing time, except for pupils engaged in sanctioned school activities.

(iii) Break times

1. Scoil Gharbháin operates a supervision rota system which ensures that teachers are assigned to supervise pupils at all times during breaks. A sample copy of the supervision rota is attached as Appendix 1.
2. This system was designed and adopted by school staff as a means of ensuring that:
 - Pupils are appropriately supervised during breaks
 - Supervision duty is fairly and equitably shared among teachers
3. Supervision duty will consist of 10 minutes Am Sosa supervision and 20 minutes Am Lóin supervision.
4. A teacher should not usually be assigned supervision duty on consecutive days, except in exceptional circumstances.
5. If a teacher is absent and a substitute teacher has been employed the substitute teacher is expected to engage in supervision duties in place of the absent teacher.
6. If a teacher is absent without substitute cover a volunteer colleague will assume his/her supervision responsibilities in a reciprocal arrangement.
7. Class teachers on supervision duty will take lunch while their own class is eating and being supervised by another teacher, as per the supervision rota.
8. Teachers on yard duty must arrive at their assigned supervision area on time.
9. Class teachers should arrive in time to collect their classes from the yard, whereupon the responsibility for supervision of pupils transfers from the supervising teacher to the class teacher.
10. On wet days, pupils will remain in their classrooms and be supervised by the teachers on duty for the particular break time in question. The supervising teachers will move between classrooms, checking that pupils are seated and engaged in an appropriate activity.

(iv) Health and Safety

1. Teachers on duty are required to patrol all areas within their assigned supervision area and be vigilant to prevent accidents or inappropriate behaviour.
2. One of the supervising teachers on the yard should use the First Aid Kit to treat minor bumps and grazes.
3. An injured pupil may be sent to the First Aid Station as follows:
 - In the case of pupils in 1strd to 6th Classes, accompanied by 2 of his/her peers
 - In the case of pupils from Junior Infants and Senior Infants, accompanied by a staff member
 - In the case of potentially serious injuries, pupils of all classes are to be

accompanied by a staff member

4. Accidents and notable incidents are to be recorded on Aladdin by the supervising teacher.
5. Where a supervising teacher suspects that a pupil is unwell or needs medical care beyond first aid, he/she will phone one of the pupil's parents/guardians. In all cases where a pupil receives a head injury, one of the pupil's parents/guardians will be notified.
6. Staff members are asked to use sealed cups if taking hot drinks onto the school yard.

(v) Class time

1. Class Teachers are responsible for the supervision of pupils in their class.
2. In situations where a teacher needs to leave the classroom for anything beyond that required for a quick toilet break, they must arrange for supervision by another teacher, i.e. a neighbouring Class Teacher or Special Education Teacher (SET.)
3. It is the responsibility of the Special Needs Assistant (SNA) to assist with supervision of pupils with additional needs under the direction of the class teacher. SNAs should not be required to supervise entire classes apart from in exceptional circumstances, i.e. in cases of severe shortage of available staff

(vi) Special Education Teaching (SET)

1. The SET assumes responsibility for the supervision of pupils withdrawn from the classroom for the duration of periods set out in the SET timetable. This responsibility includes both teaching time and, as appropriate, transition time.
3. Pupils being supported at School Support level in classes from Junior Infants to 3rd Class must be collected from and brought back to the classroom by the SET.
4. In the case of pupils being supported at School Support level, in classes from 4th to 6th Classes, the Class Teacher and the SET will agree upon whether it is appropriate for a pupil to go to and from the SET independently.

(vii) Toileting and Intimate Care

1. The school has a policy on Intimate Care, which must be adhered to at all times. At least two members of staff, i.e. Teacher(s) and/or SNA(s) must be present when dealing with the pupil's intimate care needs. The staff members in question will be responsible for the supervision of the pupil throughout and for his/her conveyance to the office or the classroom.

(viii) Visitors, Work Experience and External Coaches

1. As per the school's Child Safeguarding Statement and Risk Assessment, visitors, second level students on work experience, external coaches etc. are never to be left alone in the company of pupils. Supervision of the class remains the primary responsibility of the Class Teacher at all times. He/she must maintain a presence while the person in question is in the company of the pupils.

7. School Tours/Outings/Activities

1. Adequate supervision ratios will be maintained on all school tours/outings/trips, in line with the school's policy on school tours/outings.
2. Accompanying teachers are required to be present at the school, or designated

assembly point (e.g. train station in the case of a school tour) to receive pupils before departure. Accompanying teachers are not required to wait at the designated assembly point longer than the assembly time previously communicated to parents, i.e. no responsibility for supervision of latecomers will apply to school staff.

3. For the duration of the activity/tour, accompanying teachers are expected to supervise pupils appropriately, in accordance with the principle of *In Loco Parentis*
4. On the group's return to school, or to the designated dispersal point, accompanying teachers are required to remain with pupils until they have:
 - left the school premises (the pupil being allowed by his/her parents to make his/her own way home)
 - been collected from the school premises or designated dispersal point by their parents or a person appointed by their parents to collect them.

8. Child Protection

1. All staff must comply with the Child Protection Procedures for Primary and Post Primary Schools 2025. Staff must report any concerns to the Designated Liaison Person (DLP) or, in his absence, to the Deputy Designated Liaison Person (DDLDP.)

9. Communication

1. This policy will be published on the school website and shared with the school community via Aladdin.

10. Ratification and Review

1. The policy will be reviewed every 2 years or as deemed necessary by the Board of Management.
2. This policy was ratified by the Board of Management on 25 / 5 / 2026.

Siobhán Ní Mhuirche

Chairperson, Board of Management
Scoil Gharbháin