



Holycross National School

SUPERVISION POLICY

Introduction:

This policy applies to all staff and children during school hours, break times and on all school related activities.

The Staff of Holycross National School undertake the supervision of all children during school hours, from 8:45 a.m. to 2:40 p.m.

A Supervision Rota for morning and lunch breaks are drawn up by the Principal Teacher/Staff. Teachers are appointed for all break-time supervision. The Special Needs Assistants are also on yard duty at play times.

On dry days pupils play on the Basketball court, tarmac yard, Astro Turf or field supervised by teachers and 2 SNAs. On wet days the children remain in their classrooms supervised by teachers and SNAs.

The use of the Hall Timetable is activated as teachers see fit.

School Procedures:

- Supervision provided from 8:45am. There is no yard supervision before this time. We ask that pupils wait in cars until the school doors open and children will be supervised in classrooms by class teachers until lessons begin at 9am.
- 2 Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. All accidents are recorded in the School Accident Book, signed by the teacher on yard duty and a report sent home to the parents. Where teachers suspect that a child is unwell, parents are alerted immediately by phone. If a child has a head injury, parents are contacted to decide on the best course of action for their child.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is injury involved should be noted in the Accident Report 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.
- At dismissal time in the evening the Principal and class teachers supervise the outside of the school to see children safely off the premises. No supervision is provided outside the school gate.
- Teachers never leave their classroom unsupervised, unless unavoidable.

- Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support are to be collected at the classroom door by the relevant teacher.

Special Provisions:


- Provisions are put in place to ensure adequate levels of supervision for out of school activities such as games, swimming, tours, etc.
- On wet days children remain in their classes under the normal supervision Rota.
- Neither SNA'S or pupils are left in sole charge of a class
- The school 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/guardians must sign the child out using the "Early Collection Book" and the pupil is the responsibility of the parent/guardian for the duration of that out of school activity.


Success Criteria and Review:

- Ensuring a safe child-friendly school yard.
- Providing well organised and safe out of school activities.
- Enforcing school rules.
- Reviewing supervision duties.
- Altering or adjusting procedures deemed to be inoperable.

Ratification and Review

This policy was formally ratified by the Board of Management on 2/10/25.

Signed:  Chairperson, BoM Date: 2/10/25

Signed:  Principal Date: 2/10/25

This policy will be reviewed during school year 2026-2027