



Supervision Policy

Introduction This policy was formulated in May 2025 by the Principal and teaching staff of Scoil an Chlochair NS to reflect the increased enrolment. It involved consultation with the Board of Management, other school staff and with the parent body. The policy was approved and ratified by the BOM on 1st July 2025.

Rationale for Policy

This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and at all school activities.

Policy / School characteristics

This policy has been developed in line with the school's ethos and outlines our aim to foster a well ordered, caring, happy and secure atmosphere.

School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all.

Factors taken into consideration in the formulation of this policy

The following factors were taken into account in the formulation of this policy:

1. the school enrolment numbers
2. the age range of the pupils (4-12 years)
3. the general behaviour record of our pupils
4. the school interior layout.
5. the school grounds: outdoor garden, playground, tarmacked play area, front yard and pathway around the periphery of the school.
7. existing supervision practices – a teaching staff conscious of the need for balanced, reasonable, age-related care
8. existing yard practice of separate play areas for each class and split breaks for the junior and senior end.
9. the school experience of accidents – minor, mostly play-related accidents.

Aims and objectives of the policy

To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid-morning and lunchtime breaks and while engaged in school activities.

Times identified as presenting need for supervision

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

1. Arrival & Dismissal
2. Mid-morning and lunchtime breaks
3. In school activities
4. Teacher having to leave classroom
5. Out of school trips
6. Specific circumstances

Agreed Procedures Arrival & Dismissal

- It is school policy that the school gate on the Dublin Road and the grey door at the church car park side are opened at **8:40am - ten minutes before the start of the school day**. Pupils may make their way straight to their classroom where they will be supervised by their class teacher. All class teachers must be in their classrooms by 8:40am.
- Irrespective of the weather, pupils will not be permitted to enter the school building as there are no teachers on duty inside the building until 8:40am.
- At 8:40am the school care taker will open the school gate on the Dublin Road and the grey door at the church car park. The children can enter either entrance and can make their way to their classrooms in an orderly fashion.
- An Additional Needs Assistant will assist children with additional needs transitioning from their parent/guardian/bus escort to their classroom.
- The principal and other staff members will remain within the school grounds supervising the arrival of pupils until 8:50am.
- If a child arrives after 8:50am, their parent/guardian must ring the bell and wait for assistance from the staff. Someone will open the grey door/Dublin Road gate and let the child/children in. Parents/guardians must wait with their child/children until the gate is opened. Parents/Guardians should have patience as they wait for assistance as the school is a very busy place in the morning.
- It is the responsibility of parents and guardians to ensure the children get to either of the two school entrance points safely. The BOM will assume no responsibility for children until they enter onto the school premises from 8:40am. Due diligence is expected from all parents and guardians to ensure the safety of their children, whether walking or driving. As a staff, our duty of care to the pupils commences as soon as the children enter onto the school premises.
- Teachers supervise their own pupils while they are exiting the school at 1.30pm or 2.30pm at the church car park.
- Pupils line up in their classrooms and their teacher takes them to the church car park where they are then collected by parents/guardians or minders. Children who attend after-school are collected in the same way.

- If a pupil is not collected on time (within 5 minutes of class dismissal), the child will come into the school and their class teacher or the school secretary will ring their parent / guardian.
- A record will be kept on Aladdin of late collections. In cases where parents/guardians are consistently late a meeting will be arranged with the principal. The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times.

Mid-morning and lunchtime breaks

- Sos or mid-morning break is between 10:35am and 10:45am (Junior-2nd)/10:50am-11am (3rd-6th) and lón or lunchtime break is between 11:55am and 12:25pm (Junior-2nd)/12:30pm and 1pm(3rd-6th)
- 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 has ultimate responsibility for the class.
- A yard duty roster is compiled at the beginning of the year and is displayed in the staff room and available on Rushfiles.
- Yard Supervision Procedures are updated each year and are displayed in the staffroom and included in the teacher's folder. All staff must adhere to the guidelines in this procedural document. This document reflects the school's commitment to the provision of "adequate supervision" and to best practice, ensuring-a safe ratio of children to supervising adults will be maintained.
- A First Aid box is available in the office, for the use of staff and for the use of a parent who wishes to attend to his/her child.
- From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with water or using an antiseptic wipe and if necessary applying a plaster. Parents are notified if considered necessary. Parents are expected to check under the plaster when the child returns home from school.
- If your child receives a bump, a wrapped ice-pack will be applied to bring down swelling as per HSE Guidelines. If your child receives any blow to the head a phone call/contact will be made to parents.

- **If for any reason you do not want us to treat minor injuries, please inform the school in writing of same.** In that event you will be contacted at home or work and asked to come and attend to your child should the need arise.
- General accidents will be reported to the class teacher.
- Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a blow to the head, parents will be notified.
- Staff should keep a record of how/when this notification is carried out
- If a child needs to leave the yard area to go to the toilet, they should ask the yard-duty teacher. The yard teacher will select a responsible child who may accompany them into the building to use the toilets in the infants' prefab foyer. The SNA on duty in front of the school will supervise from outside the external door to the foyer. 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.
- 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, Jenga blocks are provided for the use of children during breaks; the safety and condition of this equipment is monitored by the SNAs.
- At the end of play-time, the bell will ring, the children put away their play equipment and walk to their class lines.
- When returning to the classroom from the yard, the class teacher always leads the line. An SNA will remain on the yard until the last class has entered the building to ensure that all children have entered.

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
- Where classes leave the school premises, there should always be two staff present.
- The class teacher leads the line and an Additional Needs Assistant or SET stays at the back. Additional Needs Assistants must also ensure that children with primary care needs are adequately prepared and supervised for such activities.

- Pupils who need to leave the classroom on a message are always accompanied by another pupil. One exception is where there is a 'Red Card' emergency.
- Pupils should not run within the building (with the exception of PE activities) or while transitioning around the school premises.
- Visiting speaker: Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present. (Visitor to the School Policy)

Physical Education

- PE generally takes in the GP room or out in the school yard. occasionally children may go to Kilbeggan Shamrocks Football pitch.
- 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.
- 6th class pupils are permitted to move the large Chromebook portable press.

Extra-curricular games and sports activities

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher.

Coaching

- Where an invited coach takes games instruction during school hours, this is always done with a teacher present, the teacher remains responsible for the class at all times,

Outdoor Classroom and Outdoor Learning

- Outdoor learning is an integral aspect of our school's teaching and learning approaches and practices. Pupils should be adequately supervised during these times.

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 an 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 an Additional Needs Assistant (SNA). 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 at all times when a pupil requires toileting assistance or assistance with changing following an accident.

Teacher Leaving 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 teacher next door and both classroom doors are left open with supervising teacher checking-in on class, where possible an SNA should be present in one of the classrooms.
- Break: teachers on yard duty take their short break immediately before yard duty, cover is provided at these times by the teacher next door and/or an SNA.
- Meetings should not be scheduled during class-time unless cover/supervision can be arranged.

Out of school trips

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 Kilbeggan playgrounds (Abbeybrook and Brosna), Parish Centre, Harbour, Centra, Mace, Kilbeggan Shamrocks Pitch but to name a few.

School Tours

- Adequate supervision is always needed on school tour trips. At least two adults will always be present and more if necessary (this is class and needs dependent). If a child from the autism class is going on a trip, they will always be accompanied by an SNA from the autism class. Parents will be notified of departure and return times.

Extraordinary circumstances:

Pupils who have not been collected as expected:

- Pupils who have not been collected as arranged, are brought to the office by the class teacher and a phone call is made to parents/guardians.
- Teachers record all instances of late collection on the Aladdin system. If parents are regularly late, they will 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.

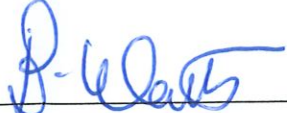
Review and Evaluation time frame.

This policy will be reviewed and evaluated at a staff meeting each year and ratified by the Board of Management. This policy was adopted by the Board of Management on July 1st 2025 and updated on Tuesday the 23rd of September 2025.

Signed: 
Chairperson of Board of Management

Date:

23/9/25

Signed: 
Principal

Date:

23/9/25

Date of next review: June 2027