



Scoil Bhríde, Eglantine Supervision Policy.

Introduction

This policy was formulated in 2025 and will be reviewed again in three years. It applies to all staff and children during school hours, break times, and on all school related activities.

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 place a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities. 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 supervision and safety of children while in class, at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns inside and outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- All teachers and SNAs are assigned supervision duties.
- It is the policy of the school to supervise:
 - At the school gates from 8.30 to 8.50am
 - In the classroom from 8.30am to 8.50am
 - In the yards between 10.50 and 11am and 12.40 to 1.00pm (weather permitting)
 - In the classrooms at break times while children are eating between 10.40 and 10.50 and between 12.30 and 12.40
 - In the case of wet weather, children will remain in their classrooms with staff supervising assigned rooms.
- The Board of Management does not accept responsibility for pupils dropped off earlier than 8:30am.
- Supervising staff assume a duty of care at 8:30am. Each area is supervised by an assigned person. An assigned teacher will supervise a small number of rooms, walking between them.
- SNAs assist in junior classes, special classes and gate supervision from 8:30-8:50.
- A rota for supervision is drawn up by a post holder in consultation with Principal/staff and this rota is displayed on the staff room notice board and circulated.
- All teachers should be present in their classroom no later than 8.50am.
- SNAs assume a duty of care for pupils assigned to their case load at 8.50am.

Yard / Lunchtime Supervision

- School rules are reviewed and revised continually and communicated to children regularly.
- If a concern arises, the class teacher will inform the staff rostered for that yard so that the particular concerns can be monitored.
- Class teachers drop and collect their class to and from yard.
- Teachers on yard duty ensure that pupils line up correctly.
- Teachers will collect their classes in a timely manner.
- Once class teacher arrives, the he/she assumes the supervision of his/her class. Class teachers will walk their class back to the classroom in an orderly line.
- Student Council have a role in encouraging good behaviour in the lines.
- Ahead of an EPV day or other planned absence, teachers should swap supervision duties with their yard buddy. If there is a substitute teacher, they may fulfil supervision duties in place of an absent teacher, once they have been briefed on supervision procedures.
- In the event of an absence, morning duty should be completed by the absent teacher's buddy. Individual teachers should communicate their absence with their buddy.
- All Special Needs Assistants are on duty during lunch breaks. While SNAs provide individual supervision for specific children with additional needs, they can act in an observing and reporting capacity, bringing instances of misbehaviour or concern to the attention of the teacher on yard duty. The school's Anti-Bullying & Code of Behaviour policies cover incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the staff on yard duty. The staff member may treat them in the yard in the case of a minor injury. ***See Health & Safety Policy***
- Children should be reminded to use the toilet before yard. Children should only leave yard to use the toilet when absolutely necessary.
- First Aid boxes and Accident Reports are kept as a matter of procedure. All accidents, where there is injury involved, should be noted on an Accident Report Form by the teachers on supervision or by the relevant class teacher. Accident Report Forms are stored digitally within the school and backed up to the cloud. ***See Health and Safety Policy.***
- Where teachers suspect that a child is unwell, parents are alerted, usually by phone. ***See Health & Safety Policy.***
- A head bump, no matter how minor, is always treated with exceptional care and parents are always notified.
- On wet days children remain in their classes under the normal supervision rota. Children must remain in their places at all times.

Dismissal Procedures

- Infant Classes: Junior Infant pupils are dismissed from the classroom. Parents / guardians are asked to wait near the grass area outside the classroom doors. Senior Infant pupils are walked to their relevant gate by their class teacher for collection by their parents / guardians. Pupils are individually released into the care of the relevant adult.
- At 2.30pm 1st & 2nd class teachers walk their class to their designated gate. The children are released into the care of the parent / guardian / person responsible for collection.
- 3rd – 6th Class Teachers also dismiss their class at 2.30pm. All teachers are responsible for walking their class to the nearest gate and monitor the class groups as they exit the school grounds. Bearing in mind that older children may leave from different gates teachers have a collective responsibility in ensuring children exit the school grounds safely.
- Teachers supervise until children are collected. Where a child is not collected by 2:40pm, they are brought to the secretary's office and the secretary contacts the parents. The child

is supervised at the office until they are collected.

- Gates are assigned at the start of the year depending on classroom locations. Children may exit via other gates (e.g. with a sister) once written permission is received from parents. This should be communicated to the class teacher, by a note in the school journal at the beginning of the school year.
- Children (and adults) are reminded regularly through the school newsletter, assembly and through the supervising teacher to exit using correct gates and staying safe while leaving the school grounds.
- Reminders regarding traffic, parking etc are issued regularly in assemblies and the school newsletter.

After School Care / Activities

- Parents should follow the guidance of the after-school provider regarding collection procedures. Parents should be aware that children are not supervised by school staff during these activities.

Supervision Throughout the Day

- At all other times, each teacher is responsible for the supervision of all children under their care. Teachers should never leave their classroom unsupervised.
- Teachers should walk their class to the yard and should not leave until the teacher on duty is present.
- If a teacher is called from his/her classroom for a known reason or to meet with a parent, another member of staff (Principal / SET) may be released to cover. The teacher should not leave the class until the supervising teacher arrives.
- In instances where a teacher is briefly called away from their class unexpectedly and supervision arrangements have not been put in place, the classroom door should be left open and the nearest teacher alerted to supervise the class. The presence of an SNA greatly adds to the supervision levels, however, SNAs provide individual supervision for specific children with additional needs. The door should always be opened to the nearest teacher regardless of the presence of an SNA.
- When a teacher is on lunch time supervision duty they may wish to go to the staff room to have a short break/coffee themselves. In this instance the classroom door should remain open, work set for pupils and the pupils monitored by the nearest classroom teacher. The door of the nearest room should remain open and the teacher should consistently move from room to room checking the pupils. The presence of an SNA greatly adds to the supervision levels, however, SNAs provide individual supervision for specific children with additional needs. The classroom door should always be opened to the nearest teacher regardless of the presence of an SNA.
- When a teacher is on lunch time supervision duty they will not take a break during the times designated for children to eat lunch (10.40-10.50 and 12.30 – 12.40). Children are supervised by class teacher while eating.
- Where children are withdrawn from classrooms for additional support, it is the responsibility of the support teacher to ensure their safe travel to / from the classroom.
- Children should not be allowed to retrieve equipment unsupervised from store rooms (e.g. PE, music equipment, ipads or similar).

Additional Provisions

- a) For out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 children (i.e. two adults per class group) with individual teachers in charge of specific groups. Specific supervision arrangements, in line with the needs of pupils, should

be made in advance of school tours in consultation with Principal / Deputy Principal.

- b) When using a bus, supervising staff are responsible for ensuring that children are safely seated and wearing seatbelts for the duration of the journey. When exiting the bus, a supervising adult must ensure their safe exit from the bus by standing at the door.
- c) When children are walking outside of school grounds, staff members must walk in front of and behind the class group maintaining close supervision at all times.
- d) When school equipment is needed for an off-premises activity, the school caretaker will be responsible for its delivery and collection to enable supervising staff to remain with the children at all times.
- e) SNAs are not counted as a supervising adult if they are there to care for a specific child/ children.
- f) When visiting teachers such as P.E., Drama, Language etc. work with a class, class teachers must remain to supervise their class at all times.
- g) The school Safety Statement lists all hazards on the school premises and supervisors are accordingly briefed.
- h) If a pupil arrives to school late (after 8.50am), they must be walked into school office by a parent/guardian or by the adult with parental consent to do so. Children should be “signed in” at the school office and not dropped to classroom doors. Children should not be dropped at school gates or walk in to school unaccompanied after 8.50am.
- i) If a pupil is leaving the school during the school day, they must be collected and ‘signed out’ by a parent / guardian or by an adult with parental consent to do so. If they return they should be ‘signed in’. At these times the child is under the supervision of the adult who has collected them.

Special Class Provisions

Our special classes will follow the procedures as set out above. For the special classes, the following provisions will also apply.

- Intimate Care Plans are in place where appropriate. Plans are agreed with parents. 2 adults should always be present for intimate care.
- The taxi escort is responsible for the delivering the child to the classroom door. Where appropriate, teachers / SNAs will assist in bringing the child from the taxi to the school.
- The taxi escort is responsible for the collecting the child from the classroom door. Where appropriate, teachers / SNAs will assist in bringing the child from the school to the taxi.
- Teacher / SNAs will walk children to the relevant yard at break times.
- SNAs attached to the special classes are responsible for supervising their children in the yard.
- For morning supervision, there will be two supervising staff in each of the special classes.
- All proposed social outings will be discussed in advance with the Principal or Deputy Principal. Class teacher will ensure that adequate supervision is in place for any social outings / tours. Class teacher will discuss supervision plan with Principal or Deputy Principal in advance. Any child not going will be linked to their associated class.

Swimming

- Pupils from Second to Fifth Class participate in swimming lessons. Lessons take place in the Gus Healy Swimming Pool. Pool is booked for private use of school and not available to members of the public during this time.
- Classes walk to and from the pool. Each class is accompanied by and supervised by

the Class Teacher and one other staff member (SET/SNA/Teacher) on the way to and from the pool and for the duration of the session i.e. 4 adults with 2 classes.

- Pupils will have access to female and male dressing rooms. Dressing rooms will be supervised by the class teachers. Where a male class teacher is present the SET will supervise the dressing room in his place.
- During swimming lessons at least one class teacher will remain on the deck area. Other staff will supervise from the balcony area.
- Best practice in relation to the supervision, instruction and child protection procedures as outlined by the Gus Healy Swimming Pool and Swim Ireland will be adhered to at all times. Staff will follow the guidelines of our own Health & Safety and Child Protection policies at all times.
- Where a child needs to use the toilet during the lesson a member of staff will accompany them, along with one other person, to the bathroom and will all return together.
- Where a child cannot attend swimming lessons due to illness or injury the child will remain at school under the supervision of another class teacher. Work will be set for the child.

Kitchen

- Children should work under the close supervision of an adult at all times.
- Children are not permitted to operate the gas ovens. Adult must remain present while ovens are operating.
- Knives and sharp objects are stored in a lockable drawer/cupboard. Adults are responsible for ensuring all objects are safely stored following use.
- See Health and Safety Policy for further information.

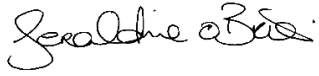
Implementation, Review and Communication

This policy was reviewed and adopted by the Board of Management on 10/06/2025. The Board of Management will monitor the implementation of all aspects of this policy and amend as required. The policy will be reviewed in the light of experience and using the following success criteria

It will be reviewed fully every three years, or sooner if necessary. Any staff member, Board of Management member parent / guardian of a current student, may request a review at any time, and such a request will be dealt with as soon as possible.

Signed: Sheelagh O'Reary Date: 10/06/2025

Chairperson BOM.

Signed:  Date; 10/06/2025

Principal.