Scoil Mhuire Allenwood
Allenwood
Naas
Co. Kildare

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Supervision Policy

Introduction
This policy was originally formulated in the former Girls N.S and Boys N.S in 2006, redrafted in 2010 and updated in 2021 and again in 2025 in the amalgamated Scoil Mhuire. 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) obliges 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 at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- Circular 33/2013: "With effect from the beginning of the 2013/14 school year, participation in the Supervision scheme will be compulsory for all teachers".
- It is the policy of the school to supervise the school classroom and school yard at all times during regular lunch breaks i.e. 10:45am to 10.55am and 12.30 pm to 01:00pm. Teachers assume a duty of care at 9.00 am. The Board of Management informs parents

that the school does not accept responsibility for pupils dropped off earlier than 8.50am

- The following is the School Supervision circular, to be regularly communicated to parents;

  The school will open to receive pupils at the hour of 8:50 am and cannot accept responsibility for pupils arriving before that time. Classes will commence each day at 9.00 and end at 2.40. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school not later than 2:40 p.m. as the school cannot accept responsibility for looking after the children after that time.

- 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.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily
- Teachers on yard duty remain with the classes until the class teacher returns from break.
- Teachers taking a course day are responsible for swapping supervision duties with a willing colleague. Principal to be informed of the arrangement. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement
- Teachers who are out on substitutable leave will have their yard duty covered by the substitute teacher.
- At least 5 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 should not be excused from the classrooms before the 2:40pm bell
- Children should not be excused from the classrooms before the 10:45 and 12:30 bell
- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard
- 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.
- If children remain uncollected after 2.40pm, the school always ensures that a duty of care is provided until a parent/guardian calls
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the evening the Principal, Deputy Principal and Assistant Principals supervise the outside of the school, at the school gates and down the avenue, to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.

- Children who are withdrawn from their mainstream classroom for Special Education Teaching should be collected at the classroom door by the relevant teacher.

Special Provisions

a) Out of school activities such as games, swimming, 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
b) If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments
c) On wet days children remain in their classes under the normal supervision Rota.
d) When visiting teachers such as P.E., Music, etc take over a class, the school requires teachers to maintain a presence.
e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
f) Parents may request that their children be allowed leave during the school day due to health commitments etc.]
g) Staff who are pregnant will cease doing yard duty at 30 weeks or earlier if medically certified.

Success Criteria and Review

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

Implementation

This policy has been in operation since 2021 when it was ratified by the Board of Management.

Version Control

Version	Date Approved	Approved By	Next Review Date
3.0		Board of Management	2030

References

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General
3. Circular 33/2013

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Chairperson Date

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Principal Date