



Scoil Mhuire Supervision Policy

**Reviewed and ratified by Board of Management in
October 2025.**

Supervision Policy

Scoil Mhuire, Kilcruttin, Tullamore, Co Offaly

Introduction

This policy was formulated in February 2023 and reviewed in October 2025. 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 121(1) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when pupils are on school premises during school time and during all school related activities. Legislation such as the Health, Safety and Welfare at Work Act 2005 place 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

- All teachers engage in supervision duties.

- At all times each teacher is responsible for the children under their care.

Morning Supervision

- While the school gates open at 8:30am, and children are allowed access to the school yard, as a matter of health and safety the Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9:05am. Parents are informed of this in the first newsletter of the academic year and are reminded termly via Aladdin.
- Members of the in school management team supervise the pupils for 15 minutes each morning as they assemble in yard 1. Pupils are not permitted to run or play games at this time. Pupils line up in their respective lines until they are collected by their class teacher at 9:15am and walk in an orderly fashion to their classrooms.
- In the event of wet weather, the pupils enter the school through doors 2 at 9:05am and are supervised in the PE hall. Members of the in school management team supervise the pupils as they enter the school and in the PE hall. Pupils are collected by their class teacher at 9:15am and walk in an orderly fashion to their classroom.
- Pupils who arrive late for school enter through the main door by the office and walk directly to their classroom.

Break Time and Lunch Time Supervision

- It is the policy of the school to supervise the yard at all times during regular lunch breaks i.e. 11:00am to 11:15am and 1pm - 1.25pm
- A rota for supervision of the three yards is drawn up by a member of the in school management team at the beginning of each month. This rota is displayed in the staffroom and in the secretary's office. It is also emailed to all teachers to be printed and displayed in their own classroom.
- Class teachers on supervision duty take a ten-minute break prior to break time/lunch time (10:50am – 11:00am and 12:50pm - 1pm). A SET teacher/HSL teacher is assigned to each class teacher to supervise their

class at this time. The SET teacher/HSL teacher responsible for each class is written under the class teacher's name on the yard rota list.

- Four teachers are on supervision duty for playtime each day. There is one teacher on yard one, one teacher on yard two, one teacher on yard three and the fourth teacher is on first aid duty. The person on first aid duty sits inside door 2, near the first aid cabinet. The teachers on duty decide among themselves who is on each yard and who is on first aid duty.
- The grass area may be used during good weather. A rota for the use of the area by 1st – 6th Class is distributed via email to all staff. When the grass area is in use only two yards are utilised so one teacher supervises the grass area.
- All Special Needs Assistants attached to mainstream classes are on duty during break times. While these assistants provide individual supervision/support for designated special needs children they can act in an observing and reporting capacity bringing instances of misbehaviour to the teacher on yard duty.
- The school's Bí Cineálta/Code of Behaviour policy covers incidents of misbehaviour on the yard.
- There are three yard books (yard 1, 2 and 3) which are collected by the teachers on duty in the staffroom before they assume duty. The teacher on duty signs their book at the start of yard duty. Incidents on the yard are recorded in the yard book.
- Incidents on the yard are dealt with by the teacher on duty but are relayed to the class teacher at the end of break/lunch time. The principal may also be informed of serious yard incidents.
- The teacher on first aid duty reports any injuries to the class teacher and/or the principal if deemed necessary. All injuries are recorded in the first aid book by the teacher on duty.
- In the event of a serious injury the teacher on first duty brings the child to the office, informs the principal and parents are notified.
- Serious injuries are recorded in the Accident Report Book which is kept in the secretary's office.

- Pupils are not allowed enter the school during break times except to use the toilet inside door 2 (with permission from the teacher on yard duty) or to be treated at the first aid station (sent in for treatment by the teacher on yard duty). Pupils are not allowed to leave the yard to return to their class during break times.
- Pupils are not allowed to leave the yard to retrieve a ball during break times.
- Rules of the school are reviewed and revised continually and communicated to children regularly.
- Teachers on yard duty remain with the classes on the yard until each class is collected by their teacher. All teachers are asked to be punctual after breaks.
- In the event of the pupils staying indoors for break/lunch times the normal supervision rota applies. Two teachers supervise the two corridors upstairs and two teachers supervise the two corridors downstairs. Classroom doors remain open. Pupils remain seated and may engage in activities organised by their class teacher – watching a film, reading, colouring, Lego, board games etc. Pupils ask permission from the teacher on duty if they wish to use the toilet.
- If a teacher knows he/she will be absent on their yard duty day they can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent their yard partner will be asked to assume his/her duties in a reciprocal arrangement. A list of yard duty partners is emailed to all teachers at the beginning of term 1 and is displayed in the staffroom and in the secretary's office.

Dismissal time

- At dismissal time in the evening the class teacher supervises the pupils exiting the school via their designated door in an orderly fashion.
- Infants/1st/2nd Class teachers remain with the pupils at their exit door until each child is collected by a designated parent/guardian.

- Infant children going home on buses are escorted to their bus by a SNA and SET teacher.
- 3rd – 6th Class are dismissed at their designated exit door by their class teacher.

Special Provisions

- When PE coaches or other visitors are coaching/working with a class, a teacher must remain with the class at all times.
- Parents may request that their children be allowed to leave school during the day for a medical appointment etc. This is communicated to the office, the secretary requests the child to go to the office where he/she is collected and signed out by a parent/guardian.
- If a teacher has to leave their room unexpectedly they have to inform their colleague next door or a SET teacher to supervise the class.
- For after school activities or out of school activities such as football, camogie, athletics, swimming, choir, church/library visits, teachers in collaboration with the principal must ensure that adequate levels of supervision are in place.
- A rota for SET teachers and SNAs to accompany classes to swimming is emailed to those concerned by the teacher responsible for organising the swimming classes.
- Taking into account the age, interest of the children and the curriculum being covered, school tours will be arranged to present the pupils with opportunities to further their education in different environments. Staff will be extra vigilant when taking pupils out of school. Special attention will be paid to road safety, behaviour on the bus, medical needs of some children, risks posed by the venue and adequate levels of supervision will be put in place prior to the tour. (Refer to school tour policy)

Success Criteria and Review

- Ensuring a safe, child friendly school yard and classroom.
- Providing well organised and safe out of school activities.
- Re-enforcing school rules regularly.
- Reviewing supervision duties annually.
- Altering or adjusting procedures as appropriate.

Implementation

This policy was completed in February 2023 and reviewed in October 2025.