

Killygordon National School

Supervision Policy



Introduction

This policy was originally formulated in Killygordon National School, redrafted in Killygordon National School and updated in Killygordon National School. 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 playing in the yard or while engaged in school related activities
- To observe and monitor behavioral patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- All teachers who have signed up for supervision (DES Forms) are assigned supervision duties.
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 10:35am to 10:55am, 12.20pm to 1.00pm. Teachers assume a duty of care at 9.05am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.05am.
- A Rota for supervision is drawn up by the Principal and a copy given to each teacher and displayed in the staff room.
- 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

- Every effort is made to give utmost supervision where animosity exists between particular students.
- If a game is being played in a dangerous manner or in an unsuitable place likely to make it dangerous, the teacher in charge will take the necessary steps to prevent danger i.e. outlining rules of what can be done and what is unsafe.
- Teachers on yard duty line up the classes and bring pupils back into the building and supervise until the class teacher returns from break. Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement
- At least 1 Special Needs Assistant is 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. Children are not permitted to report directly to the staff room if there is an incident on the yard. Following instruction from the teacher on duty, children with minor injuries may come to the staff room for cleaning of scraps, application of plasters or 'bump' packs for bruises/ bumps.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See First Aid Policy). All accidents where there is injury involved should be noted in the Accident Report Book in the First Aid cupboard by the teacher who administered the first aid. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 2.45pm, the school always ensures that a duty of care is provided until a parent/guardian arrives. Parents/ guardians will receive a phone call after 5 minutes.
- At all other times each teacher is responsible for the supervision of all children under their care.
- At dismissal time in the evening the teaching staff supervise the outside of the school, to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised. If the teacher is called out of the room, the door into the other classroom with the teacher standing in the doorway supervising both classrooms.
- Children who are withdrawn from their mainstream classroom for Special Education should be collected at the classroom door by the Special Education Teacher.

Special Provisions

- a) Out of school activities such as football, rugby, 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. While walking to the CAKE centre, pupils will practice the safe cross code *Stop, Look and Listen* and also the correct use of traffic lights.
- 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, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNA'S or pupils are left in sole charge of a class.

- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- f) Parents who request that their children be allowed leave during the school day, collect their children and complete the sign out sheet.

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 was ratified at a meeting of the Board of Management on 14/10/2025 and will be reviewed in September 2028.

Signed:

Keshia White
Chairperson

14-10-25
Date

Diana Keatley-Robb
School Principal

14-10-25
Date