

Killygordon National School Supervision Policy



Introduction

This policy was updated by school staff, in consultation with stakeholders, in accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024). It applies to all staff and children during school hours, break times, and on all school related activities.

The Board of Management ensures that robust supervision structures are in place at all times during official school hours. School staff take all reasonable measures, acting in loco parentis (in the place of a parent), to maintain a safe and adequately monitored environment for all pupils during in school and out of school 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 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 learning environment for all pupils and the wider school community.

The Child Protection Procedures for Schools 2025 are made available to personnel; relevant training is encouraged and training records are maintained; staff receive the school's Child Safeguarding Statement and Risk Assessment.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while in the school building, playing in the yard or while engaged in school related activities
- To observe and monitor behavioral patterns inside and outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

Arrival and Dismissal

- 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 from 9.05am - 2:45pm. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.05am or collected later than 2:45pm.
- 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 10 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.
- Parents who request for their child to leave during the school day, notify the class teacher during Aladdin, collect their children from the front door and complete the sign out sheet.

Yard Supervision

- All teachers are assigned lunchtime supervision duties.
- 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 as far as practical.
- 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 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 children with Special Educational Needs, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The school's anti-bullying and/or code of behaviour covers incidents of misbehaviour

Entering the school building during yard time

- 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 be instructed to go to the staff room for cleaning of scraps, application of plasters or 'bump' packs for bruises/ bumps. A child sent in for First Aid, will always be accompanied by either an SNA or another pupil.

- 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.
- Only one child at a time is permitted to enter the school during yard time, for the toilet, with permission sought from the teacher on duty.

Unexpected Absences

- Unless unavoidable, teachers should never leave their classroom unsupervised. If the teacher is unexpectedly called out of the room, the door into the other classroom will remain open, with the teacher standing in the doorway supervising both classrooms.

Special Provisions

- a) Children who are withdrawn from their mainstream classroom for Special Education should be collected at the classroom door by the Special Education Teacher.
- 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 that parents make appointments.
- c) On wet days children remain in the classrooms under the normal supervision rota.
- d) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- e) Should a pupil require assistance with using the toilet in school, a Toileting Plan will be drafted with the parents.
- f) Should a pupil require medication, an Administration of Medications plan will be drafted with the parents.

Supervision Online

- Lessons on internet safety and using a device safely and appropriately are regularly taught
- The school has an internet filter in place to ensure that pupils reduce the risk of accessing inappropriate material online.
- The school has a classroom management system in place for supervising pupils while on iPads - the teacher can view and control individual ipads from his/her teaching iPad.
- The school has an Acceptable Use Policy in place.

Out of school trips

- When on out of school trips or activities, pupils ask permission to use the toilet from the teacher in charge. A staff member will escort the child to the toilet and supervision from the doorway or, if not available, another pupil will accompany the child.
- Teachers will ensure they have viewed the toilet area and shown it to the pupils, if it is a new venue.
- Class Teachers are responsible for ensuring they have a charged mobile phone and contact numbers when on school trips.

Challenging behaviour

- The school has a Code of Behaviour and follows agreed procedures for managing behaviour.
- The school complies with the Department of Education and Youth guidance on Understanding Behaviours of Concern and Responding to Crisis Situations.
- Staff are encouraged to undertake relevant training
- Incidents and safeguarding concerns are appropriately recorded and reported.

Visitors and Coaches

Appropriate Garda Vetting Procedures are followed.

The same levels of supervision apply during out of school activities such as football, rugby, swimming, tours. 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 practise the safe cross code *Stop, Look and Listen* and also the correct use of traffic lights.

When visiting teachers such as P.E., Music, Language, teach a class, the class teacher will maintain a presence. Neither SNAs or pupils are left in sole charge of a class.

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 5/10/2026 and will be reviewed in October 2029.

Signed:


Chairperson

5 Oct 26
Date


School Principal

5/10/2026
Date

Circular to all parents/guardians re: supervision of pupils

We would like to share a friendly reminder about our opening and closing times, which help keep every child safe and every school day running smoothly.

School hours: School begins at 9:05am and finishes at 2:45pm. Please make sure your child is not on the school premises outside of these times, as we are unable to supervise children before or after school.

Collection arrangements: If someone other than you will be collecting your child, please let us know by sending a message on Aladdin, naming the person who will be there. Please also make sure that person is at the school gate at 2:45pm sharp, so that no child is left waiting.

Late collection: We understand that delays happen. If you are running more than 5 minutes late, your child's class teacher will phone you to make sure everything is okay and to arrange collection.

Thank you for your continued support and co-operation.