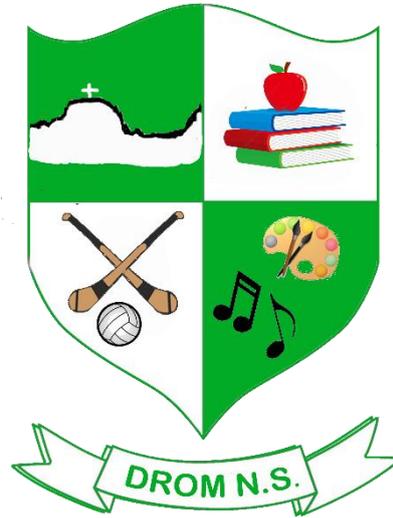


DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING



SUPERVISION

Supervision Policy

Introduction

This policy was originally formulated in 2004, redrafted in 2008 and updated in 2011. The policy will be reviewed on an annual basis from 2011. It applies to all staff and children during school hours, break times, and on all school-related activities.

This policy is guided by Department of Education Circular 18/03 and any subsequent circulars on supervision and substitution, including Circular 0033/2013 and Circular 0032/2023 (Supervision Scheme for Principals and Deputy Principals).

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 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 behavioral patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- It is the policy of the school to supervise the school yard at all times during regular lunch breaks:
 - 11.00 a.m. – 11.10 a.m.: Children are supervised in the school yard.
 - 12.30 p.m. – 12.35 p.m.: Children are supervised by the classroom teacher in their classroom.
 - 12.35 p.m. – 1.00 p.m.: Children are supervised in the school yard.
- The school opens at 9.00 a.m. Teachers assume a duty of care for their pupils from that time. Formal supervision is provided from 8.50 a.m. to 9.00 a.m. under the Croke Park Agreement. During this period, the designated supervising teacher is responsible for pupils on the yard. The Board of Management advises parents that the school cannot accept responsibility for pupils arriving before 8.50 a.m. or remaining on the premises after 2.40 p.m., except where organised supervision has been arranged. In adverse weather conditions, the supervising teacher will bring pupils to a designated classroom until 9.00 a.m., when class teachers assume responsibility. In line with the school's Child Safeguarding Statement, no adult will supervise an individual child. Pupils are requested to wait in a sheltered area until several children are present for supervision.
- A Rota for supervision is drawn up by the Principal and displayed on the staff-room noticeboard. The rota and associated risk assessment will be reviewed annually as part of the school's Safety Statement.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly.
- With effect from the beginning of the 2013/14 school year, participation in the Supervision Scheme will be compulsory for all teachers.
- With effect from the beginning of the 2013/14 school year, each teacher will be required to provide 43 hours' supervision per annum. This will also include providing substitution cover for absences. The requirement of 43 hours per annum is in line with current Department circulars and may be amended should Department guidance change.

- If parents indicate a worry about a particular child on the yard, all teachers rostered for yard duty are informed so that the concern can be addressed satisfactorily.
- Teachers on yard duty remain with the classes 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.
- The school's *Bí Cineálta* Anti-Bullying Policy and Code of Behaviour cover incidents of misbehaviour.
- Children with injuries/complaints are dealt with directly by the teacher on yard duty with the assistance of senior students where appropriate. Children are not permitted to report directly to the staff room if there is an incident on the yard. The teacher on yard duty can ask another member of staff to supervise the yard if it is necessary to deal with a child who has sustained more substantial injuries. A senior child will be sent to the staff room to request assistance. The teacher dealing with the child will request two additional children to accompany him/her when dealing with the child should it be necessary.
- First Aid boxes and Accident Report records are kept as a matter of procedure (see Accident and Injury Policy).
- If children remain uncollected after 2.40 p.m., the school always ensures that a duty of care is provided until a parent/guardian calls. In the event that a child is not collected by 3.00 p.m., the Principal or a designated teacher will contact the parent/guardian. Children will remain in a supervised area until collected.

Special Provisions

- In relation to out-of-school activities such as games, swimming, tours etc., provisions are put in place to ensure adequate levels of supervision. Written parental consent will be completed for all out-of-school activities. Appropriate adult-to-pupil ratios will be maintained in line with Department of Education guidance for primary schools.
- If a teacher is called from his/her classroom to meet with a parent, the member of staff will stand at the door of the classroom while speaking to the parent. However, it is school policy to request parents to make appointments.
- On wet days, children remain in their classes under the supervision of the teacher responsible for supervision on that day. Senior pupils may assist but are not responsible for supervision.
- When visiting teachers such as P.E., Music, Language take over a class, the school asks teachers to maintain a presence. The class teacher retains overall duty of care and maintains a presence in or near the classroom. Special Needs Assistants assist under the direction of the supervising teacher.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
- Parents may request that their children be allowed leave during the school day due to health commitments etc. The school asks parents to put such requests in writing and informs the parents that the pupil is the responsibility of the parent for the duration of the out-of-school activity.

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
- Feedback from staff, pupils and parents may be sought as part of the review process. This policy will be reviewed annually in September by the Board of Management in consultation with staff.

Implementation

This policy was ratified by the Board of Management on 6 December 2011. This policy is reviewed annually. This policy was last reviewed at a meeting of the Board of Management of Drom National School held on 24th November 2025.

A copy of this policy will be available on the school website and from the school office. All staff will be briefed on supervision procedures at the start of each school year.

References

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

Signed: *Fr. Martin Murphy*
Chairperson of Board of Management

Signed: *Amadean Moore-Walsh*
Principal

Date: 24th November 2025

Date: 24th November 2025

Date of next review: September 2026.