



## ST BRIGID'S GNS SUPERVISION POLICY

### INTRODUCTION

This policy was updated in September 2025 in consultation with senior in-school management and school staff. The policy applies to all school staff and pupils during school hours, break times, and for all school-related activities curricular including extra-curricular activities.

### RATIONALE FOR POLICY

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 school supervision policy.

### RELATIONSHIP TO ETHOS OF THE SCHOOL

This policy is in keeping with the school ethos of providing a safe environment for learning and to ensure the safety and welfare of school staff and pupils.

### AIMS AND OBJECTIVES OF THE POLICY

1. To develop a framework that ensures, as far as is practicable, the safety and welfare of pupils whilst in classrooms, at play on the yard or engaged in school-related activities.
2. To give clear guidance to school staff when discharging their responsibilities for the supervision of pupils at all times during the school day.
3. To contribute to the effective school management of supervision matters including the duty of care obligations of school staff and to comply with relevant legislation.

### SCHOOL PROCEDURES FOR THE SUPERVISION OF PUPILS

- Teachers assume a duty of care for pupils from 8.35am start of the school day until the end of the school day at 1.15pm (Infant Classes) & 2.15pm (First Classes – 6<sup>th</sup> Classes).

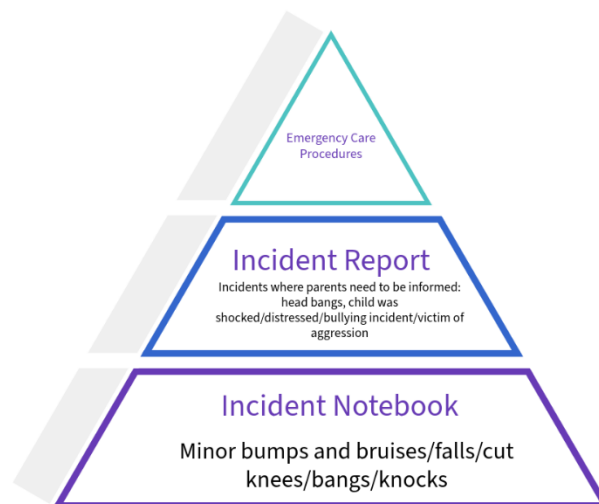
- In addition to the normal supervision of pupils during curricular time it is the policy of the school to provide supervision during breaks as follows: (morning break) 10.30am to 10.45am and (lunch break) 12:15 to 12.40pm.
- In September parents/guardians are reminded via the school newsletter that the Board of Management takes responsibility for children from 8.35am (school starting time) until the end of the school day. The BOM does not take responsibility for pupils before 8.35am.
- If pupils remain uncollected after 1.15pm/2.15pm the school ensures that a duty of care is provided until a parent/guardian is contacted and arranges for the collection of the pupil/s. In the event that contact cannot be made by the school with a parent/guardian within a reasonable time it may be necessary to contact the Gardaí or Duty Social Worker/TUSLA.
- Special Needs Assistants attend to care needs for assigned pupils as directed by the Principal/Deputy Principal; this care continues during morning break and yard duty. SNAs also assist teachers with general supervision at small break & lunch break when they may observe, report and bring behaviour issues to the attention of the teacher on supervision duty. SNAs provide supervision at school entrances for ten minutes at the prior to and after the school day (time taken from CP allocation for SNAs).

## ORGANISATION OF SUPERVISION DUTIES

- A supervision roster for teachers is drawn up by a post-holder/teacher at the end of each month which is applicable for following month- this roster is displayed on the staff room notice board and is uploaded to Aladdin. It is the responsibility of each teacher to check the roster and be aware of their supervision duty timetable.
- Teachers on morning break supervision duty have a morning break from 10.20 – 10.30am and return for duty by 10.30am. Teachers on yard duty at lunch break (12.15pm- 12.40pm) have their lunch break from 12.00 – 12.15pm and are due on lunch supervision duty before 12.15pm. Classes have assigned work to do at this time and are supervised by a teacher next door. SNAs have morning break normally at 10.50am and lunch break normally at 12.50pm. (these times may be adjusted at the discretion of school management as necessary to facilitate care needs of assigned pupils).
- The outside area of the school has allocated yard areas:  
Junior Yard: Junior Infants, Senior Infants, 1<sup>st</sup>  
Senior Yard: 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>  
Basketball court: as needed by students with regulatory needs or on behaviour programmes
- Teachers & SNAs are assigned to the corridors and yards for supervision duty.
- SMALL BREAK (10.30 – 10.45AM): Teachers on duty go to their assigned yard just before 10.30am (if it is a class teacher on duty she will bring their class with her). Each class teacher escorts her class to the yard at 10.30am and remains with her class in the event that the supervising teacher is delayed. The teachers and SNAs on supervision duty remain in the assigned yards until the class teacher collects their class from the line-up.
- LUNCH BREAK (12.15 – 12.40PM): SNAs and teachers on duty must be on the corridors at 12.15pm. At 12.25pm, the teachers on duty will go straight to their areas corresponding yard:

Junior Area- Junior Yard, Senior Area-Senior Yard. SNAs will release classes to the yard in a safe and orderly manner. Two teachers will supervise the senior yard and one teacher will supervise the junior yard.

- During transition periods e.g. back to school, coming up to holiday it may be necessary for a second adult (senior management) to supervise on the junior yard.
- *Yard duty teachers should check to ensure that all pupils vacate the classroom and toilet areas.* At 12.40pm supervising teachers remain on duty in the assigned yard or corridor (wet day duty) until teachers collect their classes from the yard or teacher returns to classroom (wet days). Pupils should not be left in the school yard without a supervising or class teacher present. It is the teacher's responsibility to be on time to collect their students from morning line and yard.
- **TOILETS:** Pupils may go to the toilet before going out to yard. Pupils are not permitted to go to the toilet during yard time unless in exceptional circumstances. No student should re-enter the school building from the yard during break times.
- **PUPILS IN THE YARD:** All pupils are expected to observe the school rules at yard time and to cooperate with the instructions of the supervising teachers and SNAs on duty. Pupils who repeatedly misbehave are subject to the school Code of Behaviour. Bullying behaviour is not tolerated and will be dealt with in accordance with the school's Bí Cineálta procedures. Pupils should wear coats, hats etc. as appropriate when going out to yard – pupils may not re-enter the school from yard for coats etc.
- Pupils must not leave the school yard for any reason. If an ice pack is urgently needed, the SNA on supervision comes in to get it.
- A YARD REPORT COPY is kept for each yard area to record necessary observations and incidents of misbehaviour etc. and this record is monitored by the in-school management team for behaviour patterns. *Supervising teachers will report to class teacher if serious behavioural or other issues arise during morning/indoor break duty. For incidences of serious mis-behaviour or considerable impactful injuries, supervising teachers will fill in an incident report on Aladdin.* Minor and serious incidents of misbehaviour will be dealt with in accordance with the school's Code of Behaviour Policy and the updated Bí Cineálta Policy.



- If a serious health or behaviour related issue arises for a pupil, teachers rostered for supervision duty should be informed of the concern so that the particular pupils can be monitored as necessary. All students with emergency care plans are listed in quick links on Aladdin. All staff should familiarize with this list at the beginning of each term.
- WET DAY SUPERVISION (12.15 – 12.40PM): On wets days supervising teachers should remain on duty in the corridors until teachers return to classroom.
- IN THE EVENT THAT PUPILS ARE ON YARD AND IT RAINS IT MAY BE NECESSARY TO RETURN ALL PUPILS TO CLASSROOMS - PROCEDURE FOR CLASSES TO RE-ENTER THE SCHOOL: Pupils will be directed by teachers on duty, assisted by SNAs into the school in a safe and calm manner. NOTE: At least one teacher on yard duty must remain in her assigned school yard until all classes have entered the school.
- YARD DUTY & TEACHER ABSENCES: It is the responsibility of teachers who have a planned absence, i.e. attending in-service course or Extra Personal Vacation (EPV) days to ensure they swap supervision duties with another teacher. This should be recorded on G-Suite Calendar for Yard Swap. This arrangement should be made in advance of duty day. If a teacher is unexpectedly absent and no substitute teacher is allowable, the school office will inform the post-holder who oversees the yard duty roster. A rota is displayed in the staff room for such instances and teachers may be asked to cover an unexpected yard duty. Non- Casual substitute teachers covering for longer term absences will undertake the supervision duties of the teacher for whom they are substituting. Casual substitute teachers may be asked by Principal/Deputy Principal to undertake supervision duty to cover teacher's absences on a case by case basis.

## OBSTACLE COURSE

All classes from second to sixth class can use the obstacle course under the supervision of their

class teacher. If first class, senior infants or junior infants wish to use the obstacle course as part of a reward system, the class teacher will notify the principal of the date and time they intend to use it and they will have an extra adult supervising.

## **SUPERVISION DUTY AND FIRST AID**

The First Aid station is located near the secretary's office (Senior Yard) and in the utility room (Junior Yard) with direct access from the school yard. First Aid boxes are kept as a matter of procedure. Basic First Aid is administered at this station – normally for cuts and bruises and minor injuries. Ice-packs are stored in the freezer.

If serious injuries arise, parents are contacted via the school office. A record is kept of all serious accidents. This incident report is written up by the teacher and /or SNA on duty who witnessed the accident. The school insurance company is also informed if deemed necessary. The First Aid Box is stocked and updated as necessary. An annually updated First Aid File is available with details of pupils with specific medical conditions and the relevant procedures in the cases of emergencies and contact numbers for parents/guardians. All head injuries are communicated to parents.

Staff are provided with CPD training in First Aid every 3-4 years.

In exceptional circumstances where an illness or an injury prevents a pupil from going outside during yard time, the pupil may be allowed to sit at the secretary's office. In such cases pupils should have a note from parent/guardian and this arrangement has been made in consultation with the Principal.

## **DAILY ROUTINE OF SCHOOL FOR SUPERVISION PURPOSES**

### **1. Entry of pupils at morning time**

- The school pedestrian gates are opened by the caretaker to allow for the orderly entry of pupils and parents/guardians into the school yard. All pupils assemble at their designated class line inside the school yards. Senior Management and SNAs wait with students until the automated bell rings at 8.35am to signal the beginning of the school day.
- Whereby choir arrangements have been made with senior classes, senior classes involved in choir enter the school through the main hall door. This door will be opened by the Principal/assisting teacher and students may only enter once the door has been opened.
- At 8.35am teachers collect their classes at the class line and proceed to their classrooms in an organised order of entry. SNAs may also accompany assigned pupils to classroom with teacher.
- Entry doors to the school are closed at 8.45am. After this time access to the school is through the main office door only.

## 2. Dismissal of Pupils

- Infants go home at 1.15 p.m. Classes from 1<sup>st</sup> – 6<sup>th</sup> go home at 2.15p.m.
- Parents/ guardians/minders etc. collecting pupils should wait outside the school grounds to collect pupils at home time. Pupils in the junior classes are not allowed home unaccompanied. Senior pupils may go home unaccompanied with the permission of their parents. It is the responsibility of parents to make teachers aware of the general home time arrangements for older pupils.
- Whereby a student attends an afterschool activity including Sherpa, it is the responsibility of the teacher of the afterschool activity to make arrangements to collect students from their classes at the end of the school day to attend their activity.
- Infant Classes: Infant Pupils are escorted to their assigned exit door at 1.15pm by teacher and released to parents/guardians. Infant Pupils who remain uncollected are brought to the school office and parents/guardians are collected. Repeated incidents of Late Collection of pupils is recorded on the child's file (Aladdin System)
- 1<sup>st</sup> – 6<sup>th</sup> Classes: Pupils are dismissed at 2.15pm and pupils should leave the school in an orderly manner and await parents or walk home with parental permission. Pupils who remain uncollected should go to the school office and parent/guardians will be contacted.
- Supervision and safeguarding of children who go to Afterschools' Activities (including Sherpa) on the school's grounds become the responsibility of the afterschools' agency from 1.15/2.15pm. Arrangements should be made by the afterschools agency to collect the child from their classroom.

3. Bike/Scooter Racks are available for use by pupils. For safety reasons pupils may not cycle their bikes/scooters in either of the school yards.

4. Contact Numbers/Addresses: It is the responsibility of parents/guardians to inform the school office of changes in contact details for their child (i.e. updated phone no's, address, minders etc.)

## **PERMISSION FOR CHILDREN TO LEAVE SCHOOL EARLY**

Permission must be given to the Principal/Deputy Principal/ Class teacher from parents/guardians stating time and reason for leaving school early. Pupils leaving the school premises for dentist/doctor appointments must be collected by parent/ guardian/minder from the front reception area. Pupils are not allowed to leave school with teenage/older siblings unless there is a written request from parents.

## **GENERAL SCHOOL SECURITY MATTERS**

- Visitors: All visitors coming to the school must report to the Secretary's Office before undertaking any school business (Sign In/Sign Out book).
- School Doors: The external doors are secured by a security system and by an entry code. These

doors can only be opened by a button release from inside the school (or from the secretary's office for the main door). *Pupils must not open the front entrance school door to allow visitor access.* Pupils should not open any school exit door unless with the permission and supervision of a teacher.

- **Parent & Teacher Meetings:** Parents who wish to meet with the Principal/Deputy Principal or with their child's class teacher should put their request in writing to the school office and indicate the general reason for the meeting, i.e. social, behavioural, schoolwork etc. The school secretary will contact the parents within a 48-hour response window to make an appointment at a mutually convenient date/time. Meetings with parents are normally held before or after class time.
- **Messages for Pupils:** Parents who drop in forgotten lunches/ sports gear etc. must do so at the school office. The school will arrange for the child to collect the message at the office. For safety and Child Protection reasons Parents/Guardians/ minders etc. are not allowed to go beyond the school reception area without the permission of the Secretary, Principal/Deputy Principal.
- If, for any reason, a pupil leaves the school without permission during the school day, parents/guardians will be notified immediately. Should the school be unable to contact the parents/ guardians, Gardaí will be notified.

#### **AFTER-SCHOOL ACTIVITIES INCLUDING SCHOOL MATCHES**

- For After-School Clubs and Activities the organising teacher/s have a duty of care to the pupils and must ensure that each pupil is collected or has permission to walk home when afterschool activity is concluded. The organising teacher has access to the school office to contact parents/guardians/minders if necessary. In the event that contact cannot be made by the school with a parent/guardian within a reasonable time it may be necessary to contact the Gardaí or Duty Social Worker/TUSLA.

#### **ADDITIONAL SUPERVISION MATTERS**

**VETTING:** Teachers and Ancillary Staff, external coaches etc. and volunteers\* (*who have unsupervised access to pupils*) are subject to the Vetting Guidelines of the Department of Education and Skills and CPSMA – Circular 31/2016. Since 29<sup>th</sup> April 2016 teachers are vetted by the National Vetting Bureau (NVB) via the Teaching Council. Ancillary Staff and Volunteers\* are vetted by the NVB by application via the Diocesan Offices.

- For out of school activities such as competitions, swimming, tours etc., additional school staff may be deployed to assist class teacher to ensure adequate levels of supervision. The level of supervision required depends on factors such as the age of the pupils, the activity and the venue involved.
- If a teacher is called urgently from his/ her classroom, the teacher must alert the 'neighbour' teacher who ensures that the class is supervised. In some cases another member of staff may be needed to cover supervision of the pupils if the absence of the teacher is likely to be for some time.
- A red flag system is in place in each classroom in the case of emergency whereby the class teacher needs to attend to a student with a emergency medical need in their classroom. The class teacher asks another child to bring the flag to another teacher/adult in the building to

seek assistance.

- The class teacher must always remain present in the classroom or wherever is applicable when student teachers or visiting tutors/coaches/outside speakers are working with the pupils.
- From time to time volunteer parents/guardians may be invited to assist teachers in school activities or on out of school trip or activities i.e. tours, swimming. Volunteers must always assist under the supervision of teachers.
- Splitting of Classes: In the event that a class teacher is absent and a substitute teacher is not available/allowable, a LS/R teacher meets the class at 8.35am, escorts the class to their classroom, calls the Rolla, and distributes school work (if available) and assigns the pupils to other classes.
- Home time when Split: The Splitting Teacher arranges for the class to return to their classroom at 1.15pm /2.15pm home time and ensures that the class are dismissed and collected.

#### RELATED SCHOOL POLICIES:

Child Protection Policy,

Code of Behaviour & Suspensions & Expulsions Policy,

Mobile Phone and Electronic Devices Policy.

Bí Cineálta Policy,

This policy is subject to ongoing review and may be amended or revised as necessary.

This policy was ratified by the Board of Management on 23<sup>rd</sup> September 2025

Chairperson: *Joana Nunes*

Principal: *Laura Wickham*