

Scoil Mhuire Maigh Cuilinn

Polasaí Maoirseachta/Supervision Policy

1. 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.

Department of Education Circular 0033-2013 Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) states that, from the beginning of the 2013/14 school year, each teacher is required to provide 43 hours supervision per annum.

Legislation such as the Health Safety and Welfare at Work Act 2005 has placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

2. Relationship to the Mission Statement of the School

This policy aligns with the Mission Statement of the school. Consistent implementation of the policy will assist us in the creation of *a pleasant, relaxed, safe, controlled learning environment*.

3. Relationship to School Policies

This policy should be read in conjunction with the following school policies:

- Health & Safety Policy
- Child Safeguarding Statement and Risk Assessment
- Code of Positive Behaviour
- School Tour Policy
- Bí Cineálta

4. Aims

The Board of Management of Scoil Mhuire has developed this Supervision Policy to:

- Ensure the safety and welfare of all pupils during school hours and sanctioned school activities
- To promote positive behaviour and prevent accidents or injuries
- Provide clarity on the roles and responsibilities of staff in the supervision of pupils
- To establish clear procedures for supervision before, during, and after school, and at all school activities
- Comply with the Rules for National Schools, the Education Act 1998, Child Protection Procedures for Primary and Post-Primary Schools 2025 and the Health Safety and Welfare at Work Act 2005.

5. General Principles

1. The Board of Management has a duty of care to all pupils during school hours.

2. Teachers have a professional duty to supervise pupils in accordance with Department of Education requirements. The duty of the teacher is *to take such care of his/her pupils as a careful parent would of his/her children*, a principle is known as ***in loco parentis*** (in the place of the parent.) The level of supervision required of the teacher will depend on the circumstances and the age of the pupils in question.
3. Supervision is a shared responsibility among the teaching staff, supported where appropriate by Special Needs Assistants (SNAs) and ancillary staff.
4. Parents/guardians are responsible for their children outside of official school hours.

6. Supervision Arrangements

(i) MORNING SUPERVISION

1. The **Morning Supervision Team** consists of the Principal and 2 other teachers, as per the **Supervision Rota**.
2. The school premises will be open to receive pupils from 8.40 a.m. No responsibility is accepted for pupils arriving before that time. Classes commence each day at 9.00 a.m. Pupils should arrive no later than 8:55 a.m.
3. Each morning from 8:40 a.m., the school bell rings and children from 1st to 6th Classes assemble and are supervised by the **Morning Supervision Team** in the school yards. Children are expected to line up in their class groups in the designated areas until the school bell rings at 8:50 a.m., at which time their teacher will collect them and bring them to their classrooms.
4. On wet mornings, children are admitted initially to the Halla Mór until 8:45 a.m. and thereafter directly to their classrooms. **The Morning Supervision Team** will patrol between classrooms. Children are expected to hang up their coats, sit on their chairs and await the arrival of their teachers at 8:50 a.m.
5. Teachers required to collect their classes promptly at 8:50 a.m. Teachers not scheduled for morning supervision are required to be in their classrooms by 8:50 a.m.
6. Teachers of Infant Classes are required to be in the Halla Mór to receive their classes by 8:45 a.m.
7. Parents/Guardians or a responsible adult appointed by them must bring children in Infant Classes to the Halla Mór for assembly in their class groups between 8:45 a.m. and 8:55 a.m. each morning. At 8:45 a.m., the school bell rings and children and their parents/guardians are admitted to the Halla Mór.
8. Children in Infant Classes arriving at school after the classes have left the Halla Mór, i.e. after 8:55 a.m. must be brought to the school office; parents/guardians should not bring them to their classroom.

(ii) EVENING SUPERVISION

1. Classes end each day at 2.30 p.m.
2. At 2:30 p.m., the school bell rings and children from 4th to 6th Classes are released. These children should leave the buildings via their assigned exit and leave the school via the front yard. Children who have siblings in 1st to 3rd Classes may wait in the front yard for their brothers/sisters to emerge from their classrooms.

3. At 2:32 p.m. the school bell rings and children from 1st to 3rd Classes are released. These children should leave the buildings via their assigned exit and leave the school via the front yard.
4. Teachers of children in 1st and 2nd Classes are required to accompany their classes to the front yard and remain until they are satisfied that all children have left/been collected.
5. The school does not accept responsibility for the conveyance of children to or from school.
6. Parents who wish to have their children escorted home must make their own arrangements to meet them or have them met in the front yard of the school. The person/child care group to escort them should be at the school not later than 2.30 p.m. as the school cannot accept responsibility for supervising children after this time.
7. **Children in Infant Classes must be brought to and from school by an adult**, although an older pupil such as an elder sibling, cousin, neighbour etc. may bring the younger child to the Halla Mór on arrival at the school, i.e. the adult can drop at the school gate.
8. In the case of children travelling on the school bus, Scoil Mhuire cannot accept responsibility for conveying them from the bus to the school, or vice versa.
9. The school is not responsible for children who remain on the premises after official closing time, except for pupils engaged in sanctioned school activities.
10. The supervision after 2:30 p.m., of pupils who are children of staff members of the school, is the sole responsibility of the staff members in question. Apart from circumstances relating to (ii) 4. above, members of staff will not assume responsibility for the supervision of pupils after 2:30 p.m.

(iii) AM SOSA/AM LÓIN (MORNING BREAK/LUNCH BREAK)

1. Scoil Mhuire operates a **Supervision Rota** system which ensures that teachers are assigned to supervise children at all times during breaks. A sample copy of the **Supervision Rota** is attached as Appendix 1.
2. This system, was designed and adopted by school staff during the 2025/26 school year as a means of ensuring that:
 - Children are appropriately supervised during breaks
 - Supervision duty is fairly and equitably shared among teachers

The following principles apply to the **Supervision Rota**:

3. Supervision duty will consist of 10 minutes Am Sosa supervision and 30 minutes Am Lóin supervision. A teacher who is performing duty during his/her week on the **Morning Supervision Team** should only be assigned duty at Am Sosa or Am Lóin in exceptional circumstances, i.e. in cases of severe shortage of available staff
4. A teacher's supervision duty should alternate between Am Sosa and Am Lóin.
5. A teacher should not usually be assigned supervision duty on consecutive days.
6. A teacher's weekly duty should not be longer than 70 minutes, i.e. 2 Am Lóin duties plus 1 Am Sosa duty (2 x 30 mins + 1 x 10 mins = 70 mins) Conversely, the minimum duty a teacher will be expected to perform will be 50 minutes, i.e. 2 Am Sosa plus 1 Am Lóin (2 x 10 mins + 1 x 30 mins = 50 mins)

Luan ag Am Sosa i gClós N1
Céadaoin Ag am Lóin i gClós R3/4
Aoine ag Am Sosa i gClós R1/2

The following arrangements will apply to **Supervision Duty** at Am Sosa and Am Lóin

7. Class Teachers on **Supervision Duty** will take lunch in their classrooms with their classes before they begin their duty. Teachers who require a cup of tea/coffee must alert the closest neighbouring Class Teacher to the fact that they are going to the staffroom to prepare and bring a cup of tea/coffee back to their classroom. It will then be the responsibility of the other Class Teacher to supervise children in both classrooms. The cup of tea/coffee in question may only be taken out to the yard in a sealed thermos cup, for reasons of health and safety.
8. Teachers must arrive at their **Assigned Supervision Area** on time, i.e. at 10:40 a.m. for Am Sosa and at 12:30 p.m. for Am Lóin.
9. In the case of children in classes from 1st to 6th Class, **Supervising Teachers** are not required to remain at their **Assigned Supervision Areas** beyond the time it takes to assemble children in orderly lines end of the break period in question. Children in Infant classes must be handed over directly to the Class Teacher.
10. Class Teachers should arrive in time to collect their classes from the yard, i.e. at 10:50 a.m. for Am Sosa and at 1:00 p.m. for Am Lóin, whereupon the responsibility for supervision of children transfers from the **Supervising Teacher** to the Class Teacher.
11. On Wet Days, children will remain in their classrooms and be supervised by the teachers on duty for the particular break time in question. The **Supervising Teachers** will move between classrooms, check that children are seated and engaged in an appropriate activity and allow children who need to leave their classrooms to use the toilet to do so. The **Assigned Supervision Areas** for wet days will vary from the Supervision Rota; the Wet Days **Supervision Rota** is attached as Appendix 2.

(iv) HEALTH AND SAFETY

1. Teachers on duty are required to patrol all areas within their **Assigned Supervision Area** and be vigilant to prevent accidents or inappropriate behaviour.
2. Teachers should collect the **Yard Bag** for the **Assigned Supervision Area** in question beforehand. The **Yard Bag** contains a basic **First Aid Kit** and an **Accident/Incident Book**. The **Supervising Teacher** should use the Aid Kit to treat minor bumps and grazes. Less minor injuries are to be referred to the school office for assessment and treatment.
3. An injured child may be sent to the office as follows:
 - In the case of children in 3rd to 6th Classes, accompanied by 2 of his/her peers
 - In the case of children from Naí Bheaga to Rang 2, accompanied by a staff member
 - In the case of potentially serious injuries, children of all classes are to be accompanied to the school office by a staff member
4. Accidents and notable incidents are to be recorded in the **Accident/Incident Book**.

(v) CLASS TIME

1. Class Teachers are responsible for the supervision of pupils in their class.
2. In situations where a teacher needs to leave the classroom for anything beyond that required for a quick toilet break, they must arrange for supervision by another teacher, i.e. a neighbouring Class Teacher or Special Education Teacher (SET.)
3. It is the responsibility of the Special Needs Assistant (SNA) to assist with supervision of children with additional care needs under the direction of the class teacher. SNAs should not be required to supervise entire classes apart from in exceptional circumstances, i.e. in cases of severe shortage of available staff

(vi) SPECIAL EDUCATION TEACHING (SET)

1. The SET assumes responsibility for the supervision of pupils withdrawn from the classroom for the duration of periods set out in the SEN timetable. This responsibility includes both teaching time and, as appropriate, transition time (i.e. going to and from the SEN room in the case of pupils from Junior Infants to 3rd class.)
2. Children being supported by a SNA presenting with behavioural care needs must be accompanied to and from the SEN room by either the SET or the SNA. This will depend on each child's level of care needs.
3. Children being supported at School Support Plus level in Classes from Junior Infants to 3rd Class must be collected from and brought back to the classroom by the SET, apart from in the case of children being supported by a SNA and presenting with behavioural care needs, in which case the responsibility for supervision during transition falls on the SNA. If the SNA is unavailable, this responsibility reverts to the SET.
4. In the case of children being supported at School Support Plus level, in classes from 4th to 6th Classes, the Class Teacher and the SET will agree upon whether it is appropriate for a child to go to and from the SET independently. This does not apply to children being supported by a SNA and presenting with behavioural care needs, in which case the responsibility for supervision during transition falls on the SNA. If the SNA is unavailable, this responsibility reverts to the SET.

(vii) TOILETING AND INTIMATE CARE

1. The school has a policy on Intimate Care, which must be adhered to at all times. A least two members of staff, i.e. Teacher(s) and/or SNA(s) must be present when dealing with the pupil's intimate care needs. The staff members in question will be responsible for the supervision of the pupil throughout and for his/her conveyance to the office or the classroom.

(viii) VISITORS/STUDENTS ON WORK EXPERIENCE/EXTERNAL COACHES

1. As per the school's Child Safeguarding Statement and Risk Assessment, Visitors, Students on Work Experience, External Coaches etc. are never to be left alone in the company of children. Supervision of the class remains the primary responsibility of the Class Teacher at all times. He/she must be present while the person in question is in the company of the children.

7. School Tours/Outings/Activities

1. Adequate supervision ratios will be maintained on all school tours/outings/trips, in line with the school’s policy on School Tours. In the case of participation in sports events least 2 Teachers will accompany each group and a maximum Pupil-Teacher Ratio of 16:1 shall apply.
2. In the case of all other types School Tours/Trips/Outings/Excursions, at least 2 Teachers will accompany each group and a maximum Pupil-Teacher Ratio of 20:1 shall apply.
3. **Accompanying Teachers** are required to be present at the school, or **Designated Assembly Point** (e.g. train station in the case of a school tour) to receive children before departure. **Accompanying Teachers** are not required to wait at the **Designated Assembly Point** longer than the assembly time previously communicated to parents, i.e. no responsibility for supervision of latecomers will apply to teachers.
4. For the duration of the activity/tour, **Accompanying Teachers** are expected to supervise children appropriately, in accordance with the principle of *In Loco Parentis*
5. On the group’s return to school, or to the **Designated Dispersal Point**, **Accompanying Teachers** are required to remain with children until they have:
 - left the school premises (the child being allowed by his/her parents to make his/her own way home)
 - been collected from the school premises or designated dispersal point by their parents or a person appointed by their parents to collect them

8. Child Protection


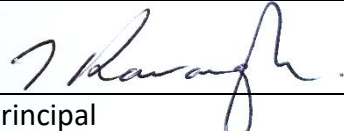
1. All staff must comply with the **Child Protection Procedures for Primary and Post-Primary Schools 2025**. Staff must report any concerns to the **Designated Liaison Person (DLP)** or, in his absence, to the **Deputy Designated Liaison Person (DDLDP)**.

9. Communication

1. This policy will be published on the school website and shared with the school community via email.

10. Ratification and Review

1. The policy will be reviewed every 2 years or as deemed necessary by the Board of Management.
2. This policy was ratified by the Board of Management on 9th October 2025.

	
Chairperson, Board of Management	Principal