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## **School Supervision Policy – SN Mhuire (Moynalvey NS)**

### **Introduction**

This policy applies to all staff and children during school hours, break times and on all school related activities and in keeping with school ethos of providing a safe and secure environment for all pupils and the wider school community. This policy was last ratified by the Board of Management (BoM) of SN Mhuire (Moynalvey NS) in 2022 and has been updated to reflect a number of changes in the school. The policy was done after a consultation with teaching staff in the school.

### **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.

### **Times identified as presenting need for supervision**

The following were identified as times when supervision of pupils is called for:

- Arrival & Dismissal
- Mid-morning and lunchtime breaks
- In school activities
- Teacher having to leave classroom
- Out of school trips
- Specific circumstances

## **Aims and Objectives**

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

## **School Procedures**

- All teachers are assigned supervision duties in the morning before school (on a rotational basis) or during lunchtime (either 10:45-11:00 or 12:35 to 13:00 break). Teachers will not be scheduled to two break duties on one day so each teacher will receive at least one break to eat lunch.
- It is the policy of the school to supervise the school yard at all times during:
  - regular lunch breaks i.e. 10:50 to 11:00 and 12:35 to 13:00
    - 2 Teachers (including the Principal) will supervise the school yard during the two lunch breaks.
  - morning before school i.e. 08:50 to 09:00
    - Principal will supervise the car park every morning from 08:50.
      - If the Principal is unavailable this task will be delegated to another post holder on a rotational basis i.e. the Deputy Principal or one of the two Assistant Principal II post holder.
    - 1 Other Teacher (in a rotation) will supervise the yard area where pupils line up i.e. the basketball court.
  - times of dispersal 13:40 (infants) and 14:40 (remainder of school).
- Teachers assume a duty of care at 09:00. The Board of Management informs parent(s)/guardian(s) that there is a 10 minute window within which to arrive at school. The school does not accept responsibility for pupils dropped off earlier than 08:50. A communication will be issued to parent(s)/guardian(s) via Aladdin at the commencement of the school year to inform parent(s)/guardian(s) on the arrival and dismissal procedures of the school.
- Responsibility for drawing up a rota for yard supervision is delegated to the Deputy Principal and included as part of their duties in consultation with the Principal. The ethos of the rota should be one of fairness and transparency:

- Teachers should be mixed with all colleagues at all times i.e. no two pairs of teachers should constantly be on the yard at the same time.
- Over the course of the year all staff should be completing the same amount of yard time.
- Bank holidays such as public holidays and half day closures should be left blank on the yard rota i.e. no one should be assigned to these days/time periods.
- The rota is displayed on the staffroom noticeboard and a copy is provided to each teacher for display in their classroom.
  - The copy on the staffroom noticeboard is defined as the “master copy” and is the school’s copy for yard duty.
    - Once the period of yard duty on the rota has been completed, the “master copy” will be collected by the Principal and stored in their office for record keeping.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- If parent(s)/guardian(s) 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.
  - If a child cannot go out on yard for medical reasons, alternative arrangements will be made for supervision. The Principal will facilitate supervision in the school office alongside the Secretary.
    - If the Principal is unavailable this task will be delegated to another post holder on a rotational basis i.e. the Deputy Principal or one of the two Assistant Principal II post holder.
  - There will be an emphasis that the child is not in a “time-out” or being punished and will be provided with an activity to occupy themselves such as a puzzle/worksheet.
- Teachers on yard duty:
  - remain with the classes until the class teacher returns from break and collects the class.
  - must not be stationary i.e. walk around the yard constantly, based on the ethos as on yard duty teachers need to “see and hear.”

- be aware of large groups of pupils congregating in a space where there is a potential for hazards/health and safety risks to occur.
- Teachers taking an EPV 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. Swaps are recorded on the “master copy” yard rota in the staffroom.
- Teachers on substitutable leave will have their supervision covered by the substitute teacher.
- Children with injuries/complaints are dealt with directly by one of the two teachers on yard duty.
  - Children are not permitted to report directly to the staff room if there is an incident on the yard.
  - If the injury is serious, one teacher on yard duty will inform the other teacher on yard duty that they are taking the injured child(ren) to the office for First Aid. It is the duty of this same teacher to:
    - inform the class teacher of the incident major incidents or injury relating to children in their class
    - create a report in the Accident/Incident log book.
      - A teacher **cannot depart school until a written record** is recorded in the Accident/Incident log book and a white copy is sent home with the child.
  - If the injury is not serious, the teacher may ask a Playground Monitor to assist the child e.g. check if they’re injured, accompany them to the toilet, sit with them on a bench etc.
    - Yard Monitors are pupils in senior classes (4<sup>th</sup> to 6<sup>th</sup> class) who have been deemed responsible to assist with supervision of yard.
      - The aim is to introduce this from the beginning of the 25/26 academic year.
- The schools Anti-Bullying/Code of Behaviour policy covers incidents of misbehaviour.
- First Aid boxes and Accident/Incident Log are kept as a matter of procedure. All accidents where there is injury involved should be noted in the Accident/Incident log book by one of the teachers on supervision. Where teachers suspect that a child is

unwell/or has a head injury, parent(s)/guardian(s) are alerted, usually by phone. The secretary does

- At all other times each teacher is responsible for the supervision of all children under their care.
- Unless unavoidable, teachers should never leave their classroom unsupervised. If there is an urgent reason for leaving the class, the teacher should:
  - Ask a SET teacher to supervise the class during the absence.
  - Ask a neighbouring colleague to keep an eye and ear out for the class during this time.
    - As prefab classrooms are independent of the school building the teacher can contact the Principal/SET to indicate their need for supervision.
- Children who are withdrawn from their mainstream classroom for SET should be collected at the classroom door by the SET. Younger students should be accompanied to and from the SET room by the SET. Older students (3<sup>rd</sup> class upwards) can return to their class independently
- Golden Rule 4 states that “in the line and in the school, quiet walking is the rule.” This should underpin the following procedures for arriving/departing the classroom;
  1. Students line up in their classroom/at the basketball court. How students line up is at the discretion of the class teacher e.g. alphabetical order, order by class groups, line leader etc.
  2. Students **walk** in/out of the classroom through the corridor in a single file formation. Teachers emphasise the phrase “walking, eyes forward, no talking, one behind the other.”
  3. Failure to follow any of four elements of this phrase will warrant the class teacher returning the students to their classroom to restart the process of lining up.
  4. The class teacher must accompany the class to/from where the class are going to and remain there until adequate supervision is located.

### **Arrivals**

- Children arriving early make their way straight to their class line. There are no games allowed in the yard in the morning.

- If it is challenging for a pupil to remain in their class line, the class teacher will inform the parent(s)/guardian(s) and suitable arrangements will be made.
- The yard is supervised by one teacher from 08:50 until bell rings at 09:00
- At 09.00, class teachers will collect their class and bring them inside.
- **The BoM does not accept responsibility for pupils before 08.50 [8:50am].**

### **Dismissals**

- Dismissal time is defined as 13:40 for infants and 14:40 for all classes from 1<sup>st</sup> to 6<sup>th</sup>.
- At dismissal time for infants (13:40), the class teacher(s) brings the class(es) down the ramp to the area adjacent to the shelter. The teacher ensures that each child is collected by a parent/guardian/adult assigned by the parent(s)/guardian(s).
  - In the situation where a split class arises such as Senior Infants/1<sup>st</sup>, one of the SETs will supervise the class while the class teacher brings the children to the area adjacent to the shelter.
  - Students going to after school clubs will be accompanied to the venue of the club by the class teacher.
- At dismissal time for the rest of the school (14:40), the Principal will stand in the area in front of the school gates beside the flowerbeds to supervise departing students, up to the pedestrian gate to see children safely off the premises. Principal will help oversee students getting on the bus.
  - If the Principal is unavailable this task will be delegated to another post holder on a rotational basis i.e. the Deputy Principal or one of the two Assistant Principal II post holders.
- All other teachers (class teachers and SET) will gather at the front corner of the building at the office door to observe the dismissal of the students.
- Students going to after school clubs will be accompanied to the venue of the club by the class teacher.
- Students taking part in after school sports training will wait in the shelter adjacent to the school until the coach comes and collects them. Students training/playing sports must remain in the shelter until collected.
- **No supervision is provided outside the school gate.**

### **Late collections**

- All children must be collected on time every day.

- The BoM recognises that sometimes in unforeseen circumstances can lead to a child being collected later than the correct time. Therefore, the school's duty of care will extend until such time as the parent(s)/guardian(s) arrive.
- If a parent is late to collect a child the child remains with the class teacher. If the class teacher cannot remain with the child he/she must arrange for alternative supervision.
- If deemed necessary the parent will be called by Principal/teacher to inform him/her that child/children have not been collected.
- Parent(s)/guardian(s) who are repeatedly late to collect their child(ren) will be formally reminded by the Principal of the correct collection time
- Only children who attend sanctioned after school activities may remain in the school after proper collection time.

### **Special Provisions**

- Out of school activities such as games, 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 approx. with individual teachers in charge of specific groups.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff, such as SET, may be released to cover. However, it is school policy to request parent(s)/guardian(s) to make out of class-time appointments.
- On wet days children remain in their classes and stay on their seats where they will be supplied with board games, drawing materials DVD etc. They will be supervised as per the rota in staffroom.
  - On wet days, the class in the prefab will be split up amongst the five classes in the main building for breaks solely for supervision purposes.
- When visiting teachers take over a class, the school requests teachers to maintain their presence as per Child Safeguarding.
- The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed

### **Organisation of Grounds**

All yard areas are to the back of the school

Green space at the front of the school is not to be used for play unless under the direct supervision of class teachers.

## **Practice for Teachers in SN Mhuire Moynalvey**

### **1. Supervision**

- Continuous walking around the play area.
- Record all incidents of misbehaviour etc. in Accident/Incident Book on the day of the incident. Same with accidents
- Be on the lookout for rough play, games etc that have potential for injury. Prohibit these games and alert all the other teachers
- Note pupils who may be frequently on their own
- Report any potentially hazardous area, item etc to the Principal
- Confiscate items from pupils that could be used to cause injury.
- Children should play in their respective play areas.
- Children line up quietly in their class levels once the bell rings.
- Teachers on duty calls each class and they walk into the school building.

### **2. Bringing Children Out of School**

#### **a) Bus Journeys for School Activities**

- The teacher must be first out the gate to check the traffic on the road.
- The teacher must ensure that the pupils walk orderly to the bus and behave in a safe manner on the bus.
- Running to or from the bus at any time is strictly prohibited.
- As in school, courtesy, good manners and addressing people properly are demanded of the pupils.
- When planning bus journeys, a teacher must plan carefully to try to foresee if more adults are needed for supervision.
- Teachers and pupils must adhere to all road and traffic regulations including the wearing of seat-belts.

#### **b) On Walks (to the church)**

- Teacher must walk with his/her class.
- The children walk in pairs on the footpath.
- Running is strictly prohibited.
- When crossing the road, the teacher supervises the crossing.

#### **c) In School**

- Children walk in the corridor and classrooms.



- Children are not to be asked or allowed to handle hot items or lift or move heavy objects.
- Adults are not expected to lift or move heavy objects but if doing so due care must be taken.

### 3. Sport/Activities

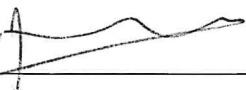
- If a child is known to have had an injury, we should get approval from the parent(s)/guardian(s) before he/she takes part in sport, stating that the child may participate as normal.
- Appropriate warm-up exercises to be undertaken before more vicarious exercise.
- Use of equipment – check before use that it is safe – if in doubt don't use it.
- Use of equipment – only use it for the purposes it was designed for
- Even when the class is being taught an outside coach/teacher (e.g. Gaa coach, Rugby coach, Dance teacher) the class teacher must be present for the entire duration of the session. It is good practice for teachers to be involved and aid the external facilitator.
- Teachers must be able to see where the children if outside taking part in outdoor activities.

### 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

Drawn up by the Board of Management of Scoil Mhuire (Moynalvey NS) on 31/03/2025.

Review Date: 31/03/2028

  
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 Frank Martin (Chairperson of BOM)

  
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 Micheál Brennan (Principal Teacher)