



Dunshaughlin Community National School

Supervision Policy

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1. Introduction

This policy applies to all staff and children during school hours, break times, and on all school related activities. This policy is in keeping with the school ethos of providing a safe and secure environment for all pupils and the wider school community.

2. Rationale

Our aim is to provide a safe place for all the children in our care. We value a safe environment and work towards providing that for the entire school community.

3. Guiding Principles

3.1. Pre-School Supervision Procedures

- The school will open to receive pupils at 9.00am. In accordance with our Child Safeguarding Statement, pupils will be supervised for 10 minutes prior to this (from 8.50am) in the school yard.
- Parents/guardians must accompany their child to the school gate each morning.
- Children will remain under the supervision of their parents/guardians until they pass through the school gate. Once a child enters the school gate they will not be permitted to exit again.
- A rota of staff pre-school supervision duties is drafted every September.
- The teachers on pre-school supervision duty remain with classes until they are collected by the class teacher.
- At the commencement of the school year, parents/guardians will be informed on the arrival and dismissal procedures.

3.2 Pre-School Supervision (Inclement Weather)

On mornings when it is raining sufficiently, snowing or the school yards are deemed dangerous due to frost, the pupils will be admitted to the school buildings from 8.50a.m. The decision to admit the children will be made by the principal.

The pupils will be admitted to the classrooms and will be supervised by their class teacher or special education teacher.

Parents/guardians are asked to accompany the children to the cloakroom doors of their classrooms on these occasions.

3.3 Procedures for Supervision (Break Times)

- A rota for yard supervision during break times is created each September.
- The rota is displayed in the staffroom and is available on the staff Teams .
- The class teacher is responsible for bringing their class out to yard at break time and supervising their class until the yard duty teacher is out.
- On days that yard time is on the astro pitch, the classroom teacher must ensure that all of their class have safely entered the astro pitch enclosure before taking their break.
- Teachers on yard-duty supervise the yard to ensure and encourage the safety

and expected behaviour of the pupils.

- A minimum of one teacher and an SNA are on duty at all times.
- On wet days the same rostered teachers/SNA supervise the classrooms and corridors.
- The school's expectations for behaviour and consequences for inappropriate behaviour (ie the steps), as outlined in our Code of Behaviour, apply during yard breaks and occasions of supervision out of the classroom.
- When the bell sounds, teachers collect their classes from the yard and bring them to their classrooms promptly.
- The person on yard duty remains in situ until all classes have been collected by their teachers.
- The teacher on yard duty will bring to the attention of the class teachers any incidents that occurred on yard that may need further action. For more information regarding serious incidents of misbehaviour, refer to the school's Code of Behaviour.
- The first aid box and accident report book should be taken to the yard by the teacher on duty. For minor incidents, where a child falls and receives a plaster etc, a note in the accident report book is written. The duplicate form is sent home with the child for the attention of their parents/guardians. For incidents of a serious nature, where a child is required to leave the school to attend medical personnel or go home to recover, the accident report form must be completed by the teacher on yard duty.
- If an injury to the head occurs, the teacher on duty must call the parents/guardians involved and request them or a nominated caregiver to come to the school to observe the child. A decision for the child to remain at school, lies solely with the parent/guardian.
- There may be times when children are unable to fully partake in yard activities (i.e. a fractured leg or arm). We will endeavour to supervise these children within the yard setting. However, these cases will be assessed on a case-by-case basis.

3.4 Collection of Pupils

- Each September, a nominated caregivers form is sent to all parents/guardians. Parents/guardians are asked to fill out this form to identify caregivers who may collect their child from school.
- At 1.40 p.m, Junior and Senior infant children are released to their nominated care givers from either the classroom or yard.
- At 2.40 p.m, the class teachers of First to Third class accompany their classes to the class yard lines. From there, the children will be released to their nominated caregivers.
- On days of poor weather, the children in First to Third class may be released from their classrooms. Caregivers are required to collect the children from their classroom doors on these occasions.
- In the event of a child not being collected on time, the class teacher will accompany the child to the office and will call the relevant parent/guardian to arrange for the child to be collected as soon as possible. The class teacher will

supervise the child for the first 15 minutes after dismissal. After this time, the principal/deputy principal should be informed, and the child will remain with the principal/deputy principal until they are collected.

- Contact details for parents/guardians are available on Aladdin. It is the responsibility of the parents/guardians to provide a valid and current contact numbers upon which they can be reached in the event of non-collection.

3.5 Visitors (Student Teachers, Visiting Teachers, Instructors, and Facilitators)

Class teachers are responsible for the supervision and oversight of the children in their class at all times. When visiting teachers, instructors and facilitators (Music Generation teacher and GAA, Rugby instructors) come to work with the class, teachers are to remain with the class.

3.6 Staff Absences

- In the event of a planned absence, it is the responsibility of the teacher to arrange for his/her designated yard buddy to swap supervision duties. In the event of an unplanned absence, the designated yard buddy of the teacher will complete the yard duty. On return to school, the teacher who was absent will arrange to make up the missed yard duty with his/her yard buddy. If leave is substituted, the substitute teacher will replace the absent teacher on the yard rota, if rostered for that day.
- In cases of unplanned teacher absence and where the class is to be divided among other classes, the principal or other designated staff member will supervise the division of the class group and the movement of the children to the other classes. Provision is made for extra chairs in each classroom. Where necessary, the principal or designated staff member will supervise the children moving tables. The children will stay with the class group to which they have been assigned for the rest of the day and will be discharged from that classroom. In the case of the junior and senior infant classes, a designated staff member will collect the children 10 minutes prior to school finish and oversee the dismissal of the children from their own classrooms. Tables and the pupil resources will be returned to the class on the day the teacher returns to school.
- In the case of a SNA absence, the SNA covering the absence is required to complete the yard duty duties assigned to the SNA. SNA breaks are taken prior to the yard breaks and a designated staff member will cover the duties of the SNA at this time.

3.7 Large Scale Staff Absences

- In the case where the supervision of pupils cannot be accommodated due to a large amount of staff absences, or other unforeseen events, the school principal in consultation with the Director of Schools retains the right to close the school. Parents/guardians will be notified via Aladdin in these cases and must arrange for the pupils to be collected as soon as possible. In these cases pupils will remain supervised as close to the policy procedures as possible until collected.

3.8 Brief Absences (During the School Day)

- Unless unavoidable, teachers should not leave their class unsupervised.
- When a teacher must leave a classroom for any reason, she/he informs the teacher next door and arranges for the supervision of his/her class.

3.9 Early School Departure/Medical Appointments

Parents/guardians may request for the child to leave during the school day due to medical appointments or other essential activities. In these circumstances, the following procedure will apply:

- Where a child needs to leave school during the school day, for a dental, medical or other appointment, the child's parent or designated adult should send a message to the class teacher via Aladdin. They must provide the time that they wish to collect their child and the approximate time of return, if applicable.
- The parent/guardian should collect the child from the child's classroom. At this point responsibility for the child's safety is transferred to the parent/designated adult. *(Please note that in line with our Child Safeguarding Statement, pupils will only be released for appointments into the care of a parent or designated adult over the age of 18 years.)*

3.10 Other Considerations:

3.10.1 Extra-Curricular Activities

- If pupils are required to be on the school premises before or after official school hours, e.g. for school tours, Exercise Club, Games Club etc written notification is sent to the parents/guardians in advance and a teacher must be on site to supervise the activity specified.

• 3.10.2 School Trips and Tours

The school recognises the educational value of school trips and tours. In organising such events, adequate supervision must be in place. The following adult supervision ratios must be met:

Class	Ratio of pupils to adults required:
Junior and Senior Infants	5:1
First and Second Class	6:1
Third and Fourth Class	8:1
Fifth and Sixth Class	10:1

It is recognised that in some cases the ratio may not be met while the children are travelling to the destination as parent volunteers or venue staff may join the group at the venue. In such cases, the lead teacher should consult with management prior to travelling to seek approval that adequate supervision is in place for this section of the trip. However, once at the venue the adult supervision ratios outlined above must be met.

Adult supervision can include teachers, SNAs (where available and with approval of the school principal), volunteers, work experience volunteers and parents/guardians or

activity leaders. Garda vetting is not required to assist with supervision of tours and trips. However, school staff should ensure that any supervision for toileting, or other scenarios where children are away from the main group of the class, is carried out by school staff only.

In planning for trips and tours, it is the responsibility of the lead class teacher to ensure that adequate supervision is available. This should be recorded as part of the School Excursions Risk Assessment (Appendix 1) and submitted to the school office for approval. Without the adequate supervision available, trips and tours should not proceed.

3.10.3 Court Orders

- Where a court order is in place denying access to one of the child's parents/guardians, it is the responsibility of the primary custodian to provide evidence of a court order to the school at the earliest possible opportunity.
- If the parent who has been denied access becomes threatening and/or insists on attempting to remove a child from the school, the principal or deputy principal or next most senior teacher will call An Garda Síochána.

4. Implementation and Review

Once ratified by the Board of Management, this policy will be reviewed yearly. However, should the need arise, the policy can be reviewed at any time in the interim if deemed necessary by the Principal and/or Board of Management.

BOM Ratification

LMETB School/College:	Dunshaughlin CNS
Date of Board of Management Meeting:	3/4/2025
Policy:	Supervision Policy
Proposed By:	Jonathan Dunne
Seconded By:	Laura Murphy
Signed by Chairperson BOM:	Gerry O' Connor

Appendix 1

Extra Curriculum Activities - No.37 School Excursions (day trips, matches) (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Inadequate preparation for school excursions		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation Student separated from group	H	Adequate number of supervisory adults present				
			H	Head count carried out before departure and before return journey by trip supervisor				
			H	Supervisor(s) has a fully charged mobile phone				
			H	Students made aware of action to take if separated from group				
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises				
			H	Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity				
			H	Safety instructions provided to students including information on correct clothing and equipment required				
			H	Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit				
			H	Safety briefing for adults assisting in supervision				

Extra Curriculum Activities- No.37 School Excursions (day trips, matches) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Road Collision Unsafe Road Travel Arrangements		Serious injury/death	H	Safety belts must be worn where students are being transported by road. Safety belts must not be shared				
Defective road vehicles		Serious injury/death	H	All modes of transportation used must be used in compliance with the Road Traffic Act				
			H	Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers etc. prior to setting out on the journey				
Poor weather conditions		Hypothermia	H	Weather conditions assessed on the day and considered suitable for trip				
Sick/injured student		Serious injury, Illness, Death	H	Fully charged mobile phone. Fully stocked and checked First Aid Kit carried on all trips			Staff member in charge of trip	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.