



# Feitheoireacht: Gaelscoil na Cille

## 1. Introduction

In accordance with the Department of Education guidelines the staff of Gaelscoil na Cille undertakes the supervision of all our pupils when they are on the school premises during school time and/or on school activities and outings. It 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

This policy is in keeping with the Rules for National Schools 121(4) and 124(1) which oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on the school premises, during school time and/on school activities. This policy reflects the school's accountability under The Health Safety and Welfare at Work Act (2005) which has placed a duty of care on school staff. School supervision is carried out with a view to developing our core values, in a positive environment, while ensuring the safety of all.

## 3. Aims

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while in the school (classroom, yard or other area), at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns of children outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.

## 4. Before School Supervision

- A.** The school will open to receive pupils at 9:10am daily. No responsibility is accepted for pupils arriving before that time.
- B.** The pedestrian gate will be opened from 9:10am daily.
- C.** In accordance with our Child Safeguarding Statement, pupils will be supervised for 10 minutes before the bell rings at 9:20am.
- D.** Staff and SNA's on pre-school supervision duty supervise the designated areas to ensure the safety of the pupils.
- E.** Before school supervision is organised by the principal at the start of the academic year.



**F.** The staff on pre-school supervision duty remain with classes until they are collected by the class teacher. The exterior doors are then closed and anyone arriving late must come to the main door, ring the bell and wait to be admitted. Latecomers will be marked late on the roll.

**G.** All parents are notified by the school of the times at which the school accepts responsibility for children. A message will be issued to parents at the commencement of the school year to inform parents on the arrival and dismissal procedures. This information is also communicated in our school newsletters.

**H.** On mornings when it is sufficiently raining, snowing or the school yards are deemed dangerous due to frost and/or slippery conditions, the pupils will be admitted to the school buildings at 9:10am. The decision to admit the children will be made by the principal and communicated to staff. The children will be supervised by staff on such occasions.

### **5. After School Supervision**

**A.** Classes will end each day at 2 pm (Junior/Senior Infants) and 3 pm (1st-6th) Teachers will ensure the safe dismissal of children from their classes. In Junior Infants, Senior Infants and 1st Class, teachers ensure the safe dismissal of children to parents, a designated adult or older sibling at the designated area in the yard. 1<sup>st</sup> class parents/guardians are to collect Rang 1 from the junior yard at dismissal due to the volume of pupils exiting at 3pm. All parents should inform the school of late collection as teachers are not responsible for children after 3pm.

**B.** Parents/guardians collecting children are responsible for supervising their children after this time as the school cannot accept responsibility after 2:00pm (for Junior/Senior Infants) and 3:00pm (for 1st - 6th Class inclusive).

**C.** In the event of a child not being collected on time, the child should proceed to the office. The secretary/member of staff will call the relevant parent or guardian and arrange for the child to be collected from the secretary's office as soon as possible.

### **6. Yard Supervision**

**A.** Break times are 11:00 am to 11:15 am for morning break and 12:45pm to 1:15pm for lunch break.

**B.** We use a supervision rota for yard duty which is communicated to all staff on a termly basis. Teachers taking a course day should swap with a colleague if it coincides with their yard duty. If a teacher is unexpectedly absent, the relevant teacher will organise another staff member to supervise.

**C.** Substitute teachers/SNAs will also participate in supervision as deemed appropriate by the principal/deputy principal. They will receive appropriate guidance in relation to supervision matters as necessary.

**D.** Teachers and SNAs are assigned to designated yards/supervision areas. While SNAs provide individual supervision for designated children on yard they can act in an observing and reporting capacity bringing incidents of inappropriate behaviour to the attention of the teacher on duty.

**E.** The teachers on break time supervision duty have their break for 15 minutes prior to lunch time during which children are supervised by the class teacher next door.

**F.** Children eat their lunches in the classroom. During this time children must not leave their seat. Children are not allowed to take food out onto the yard. Each class teacher ensures that



children line up and walk to the yard in an orderly fashion. Junior and Senior Infants are escorted to their yard by their class teacher.

**G.** Minor injuries are dealt with by the teacher on the yard while children with more serious injuries are sent into the Rúnáí on indoor duty at reception to apply ice packs, dress wounds or to ring home in the event of a head injury. Teachers on outdoor duty fill in an accident report for serious injuries. Accident reports are signed by the staff who oversaw the actions taken and are kept on file in the school office. A text message is sent to parents if their child received first aid.

**H.** First Aid Packs are available in the office and the supplies are checked and replenished on a regular basis by the secretary under the direction of the member of the In-School Leadership and Management team with responsibility for Health and Safety.

**I.** Children who are unwell during the school day or have a long-term injury are permitted to sit on the benches outside.

**J.** Children are encouraged to use the bathroom prior to going out on the yard. Children who need to use the bathroom during break times must always ask the teacher on duty first. Specific classroom/exterior doors are left open for bathroom access

**K.** Rules of the school yard are communicated to children and parents regularly. Various consequences, as outlined in Code of Behaviour, are applied for children who break the rules. This includes use of a Time Out zone in each yard.

**L.** Each teacher brings out a diary with them for their designated yard and records any serious incidents and positive behaviours in the diary. If there is any unacceptable or aggressive behaviour on the yard, the teacher may send the child(ren) in question straight into the Principal/Time Out Zone for safety reasons.

**M.** If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the concerns can be addressed satisfactorily.

**N.** At 11:15 am and 1:15pm an automatic bell sounds and children line up at their designated line. They are collected by their class teacher and proceed back to their classroom. The teacher on yard duty remains on the yard until all classes have been collected.

**O.** On wet days children remain in their classes. The normal supervision rota will apply for all breaks and the supervising teacher walks between classrooms. SNAs supervise children with special needs in their assigned classrooms. A small group of 6<sup>th</sup> class pupils are sent into the classrooms to assist with board games etc.

**P.** Weather permitting, the children are allowed to use the páirc and the coill while supervised by the relevant teacher/s.

## **7. Special Provisions**

**A.** During out-of-school activities such as games, swimming, school tours etc. adequate levels of supervision are put in place based on the number of children present on the day, the age of the pupils and the nature of the activity.

**B.** Parents or Garda Vetted volunteers may also be involved in providing additional supervision at school events. This will always be under the direction of a staff member (e.g. class teacher bringing class to swimming with a parent). They should remind children regarding safety as appropriate (e.g. stay on the footpath, refrain from climbing etc.) However, the parent/volunteer



will act primarily in an observing and reporting capacity bringing incidents of concern to the attention of the supervising teacher.

**C.** All families participate in the Allianz Personal Accident Insurance Scheme

**D.** If a teacher has to leave his/her classroom for a short period of time, the teacher next door will supervise both classes until they return.

**E.** Many Student teachers/SNAs also work as substitute teachers/SNAs in schools. Students who are in the school on Teacher/SNA Placement may also be involved in the supervision of pupils either individually or in conjunction with their assigned facilitating teacher, as deemed appropriate by the Principal/Deputy Principal. They will receive appropriate guidance in situations where they are acting in a supervisory capacity. They will be informed to report any incidents of concern to their facilitating teacher without delay.

**F.** If a teacher has to attend a meeting (e.g. with a parent, staff member or other professional) during the school day, supervision will be arranged with another staff member. Such arrangements will be overseen by the Principal or Deputy Principal.

**G.** When visiting teachers, speakers or coaches/tutors come to take a class, the class teacher will remain with the class.

**H.** All children attending special education classes are to be accompanied to and from their classroom by the relevant teacher.

**I.** Children that need to be collected during the school day are collected by an adult from the main door and must be signed out. Children cannot be collected from their classroom door.

### **8.Success Criteria**

This supervision policy will be deemed successful

- By ensuring a safe environment for all pupils in our care.
- By ensuring school tours and off-site visits are conducted safely.
- By ensuring yard rules are reinforced on a regular basis

### **9.Review and Ratification of Policy**

The policy was reviewed and ratified by the Board of Management on the 21-1-2026 and will be reviewed again in three years. It will be appropriately communicated to members of the school community and made available on our school website. Hard copies are available from the school on request.

Signed and dated:

*M. Geeson*  
21/1/26

*Carol O'Leary*  
21-1-26

