

Urlingford NS Supervision Policy September 2025

Introduction

This policy applies to all staff and students during school hours, break times and on all school related activities. In this policy the term “parent” refers to legal guardian also.

Rationale

Following the principles laid down by the Children First Act 2015, Scoil an Chroí Ro Naofa, Urlingford NS obliges all school staff to take all reasonable precautions to ensure the safety of students while supervising students during school time and during all school related activities. This policy has been reviewed in accordance with Urlingford NS Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary schools revised 2025. While devising this policy, due consideration has been given to all aspects of the wellbeing of students at Urlingford NS.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all students and the wider school community.

Aims and Objectives –

- To inform parents that the school does not accept responsibility for students until 08:45AM.
- To develop a framework that effectively ensures, as far as is practicable, the safety of students whilst on the school premises and school grounds, making their way to and from class or while engaged in school related activities.
- To support and reinforce the aims of our schools antibullying and Bi Cinealta policy through careful observation and monitoring of behaviour patterns.
- To contribute to effective school management and comply with relevant legislation.
- To aid daily organisation and the structure of Supervision practices in our school.

Urlingford NS Supervision Policy September 2025 School Procedures

It is the policy of the school to supervise the school premises at all times during regular breaks. Insurance cover is provided for all students, in school and during school related activities (i.e. any activity taking place with the full knowledge and authority of the school, including direct travel to and from such activities).

A rota for supervision is drawn up by the principal, and this rota is displayed on the staff room notice board and is communicated directly to the supervising teachers through email and in August Induction Folder.

Supervision duties are compulsory for all permanent staff and substitution staff.

If a teacher is absent they may swap their supervision slot with a colleague in consultation with management.

Students are supervised as they enter the school through school entrance gate in the morning. Pre school supervision operates between 8.45am and 9am on school days. A management teacher will always be present at school entrance gate between 8.45 and 9am. A designated teacher and 2 SNAs will supervise pupils in the line up area at back of school between 8.45 and 9am.

Supervision is provided during morning breaks and lunch times. Classes will be escorted to exit doors in a quiet, calm manner before pupils exit for break. No pupils should be let out on yard at breaktime without a supervising teacher being present on yard. Teachers and SNAs supervising on yard will spread out to ensure all areas of yard are supervised suitably. 3 school SNAs will be positioned so as to supervise SEN pupils on yard.

Designated Teachers supervising on yard on different days will liaise with each other 5 minutes in advance of start of break time to decide whether or not it is best to get out at at break times on possible rainy/showery days. School Principal will make a decision on whether pupils are going out at break or not if needed. A 5th or 6th class pupil should be sent around to communicate decision clearly so as all staff and pupils are informed in advance of break-time.

Designated Teachers supervising on yard will make a decision on whether pitch can be used at break-time or not. School Principal will make a decision on whether pupils are allowed to use pitch at break or not if needed. Pitch will be out of bounds for non training children on GAA Coaching or Soccer Coaching Days.

If children using school pitch are engaging in rough or overly physical play which could be dangerous – ball should be confiscated and children instructed to use walking track until such time as they can follow school rules and play in a mature, safe manner.

School Resources e.g. footballs, wall balls, skipping ropes etc should always be left back to the designated central area so next person can find and use school resource in a timely manner and not lose teaching and learning time trying to find the school resource.

First Aid supplies are kept in the staffroom and at exit points to Junior and Tarmac Play areas.

All accidents or serious incidents must be recorded and reported appropriately in Accident or Incident Report Books. Accident and Incident Report Books are placed in School Staffroom.

The teacher on supervision duty reports any incidents of serious misbehaviour to the Class Teacher.

If First Aid treatment is necessary, a trained member of staff is called to assess the student. Any serious injury/bump/knock to the head is notified to parents by phone as soon as possible after the incident. Serious accidents and incidents must be reported to the insurance company.

Students who are receiving Homework Support on Tuesdays and Thursdays at Little Break in Second Class Classroom must remain under staff supervision to complete their work. The Homework Support teacher is responsible for ensuring the supervision for the duration of the homework support.

On wet days, students may remain in the school main building in their individual classrooms where they will be supervised by designated staff on Breaktime Supervision.

Where teachers are providing extra tuition it is the responsibility of the relevant teacher to ensure supervision for the duration of the period.

SNAs are on supervision during the formal breaks providing individual supervision for designated children. This is organised by the SENCO and Principal at SNA Meetings.

If a teacher is called from his/her classroom in an emergency situation another member of staff will cover where practicable.

Students are not permitted to be on a computer without supervision.

When visiting Rugby Coaches, GAA Coaches, Guest speakers visit, school staff will always remain with class and supervise their class during the guests visit.

Management Teachers will be present at school gate between 2.35 and 2.40pm until all pupils have been collected. Classes will be escorted to front door by their class teacher and encouraged to walk in slow, careful, orderly manner to collection point.

Procedures when off school premises

For out of school activities such as hurling, basketball, football, soccer, athletics, and tours etc. the tour organiser or team management must ensure that there are appropriate levels of supervision. A Risk Assessment of venue being attended will be undertaken by staff attending venue with pupils as necessary.

Approval

This policy has been approved by Scoil an Chroi Ro Naofa Urlingford NS Board of Management.

Signed: _____
Management

Chairperson, Board of

Date: 22nd of October 2025.