St. Mary's Supervision Policy

2026-2027

St. Mary's School Policy on Supervision (2026-2027)

Introduction: This policy was originally formulated in April – November 2007 by staff of St. Mary's BNS. It involved consultation with BOM, other school staff (SNAs & teachers) and with the full parent body, via Newsletter and Parents' Association. The policy was approved and ratified by the BOM in 2007. This latest edition is the result of a policy review in September 2026.

Rationale for Policy: This policy is in keeping with rules 121(4) and 124(1) of the Rules for National Schools, 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) and reflects Court judgements, which have placed a duty of care on teachers.

Policy/School characteristics: This policy is in line with the school's mission statement, outlining our aim to foster respect, honesty, courtesy, responsibility, tolerance, and consideration for others. School supervision is carried out with a view to developing the above values, in a positive environment, while ensuring the safety of all.

Factors taken into consideration in the formulation of this policy.

1. The school enrolment figure – **363 pupils; September 2026**
2. The age range of the pupils - ***4+ years - 13 years.***
3. The general behaviour record of our pupils – excellent, with a minority of pupils (predominantly special needs) having some anger management and/or social skill difficulties.
4. The school interior layout – classroom pairs, with half of all classrooms opening into hall.
5. The school grounds – tarmacadam yard to the front, concrete paths at side and field to the rear.
6. Existing supervision practices – a teaching staff conscious of the need for balanced, reasonable, age-related care.
7. The school experience of accidents and / or claims – minor, mostly play-related accidents and just one claim through school insurance since 2000.
8. Our Special Class

Aims and objectives of the policy: To develop a framework that effectively ensures, as far as is practicable, the safety of our pupils, while on the school premises, making their way to and from class instruction, while at play during mid-morning and lunchtime breaks and while engaged in school activities

Times identified as presenting need for supervision.

1. **Arrival & Dismissal**
2. **Mid-morning and lunchtime breaks**
3. **Certain activities**
4. **Teacher needing to leave classroom**
5. **Specific circumstances**

1. Arrival & Dismissal:

- It is school policy to supervise pupils in the yard from 8. 40 a.m. to 8.50 a.m. on dry mornings and in the classrooms from 8.30 a.m. to 8.50 a.m. on wet mornings. A roster for this supervision duty involves the Principal, Deputy Principal and 2 Assistant Principals. This roster is on display in the staffroom.
- On dry mornings, the class teacher opens the classroom door for pupils at 8.45. Children enter the classroom and sit down in preparation for commencement of lessons at 8.50 a.m.
- Don O' Neill (Principal), Jo Heffernan (Assistant Principal 1) and Lizzie Houston (Assistant Principal 1) cover yard in the morning based on Jo's job share timetable.
- When it is raining in the morning, children go to their classrooms at 8.30 a.m. and sit in their places. The teacher on duty (Principal/Deputy Principal/Assistant Principals) will supervise.
- SNAs are classroom based from 8.45 a.m. on dry mornings and from 8.30 a.m. on wet mornings as per the following rota:

Room Numbers	SNA on Duty
1 & 2	Sheelagh/Janet
3 & 4	Jacquie
5 & 6	Rachael
7, 8	Sarah
26	Majella & Niamh C
9 & 10	Anne/Linda M
11 & 12	Tracy
13 & 14	Gina
15 & 16	Linda F

- Class teachers oversee pupils while they are exiting the school at 2.30pm.
- A roster for 2.30-2.35pm supervision duty involves 7 Post holders to oversee the dismissal of pupils.

This roster is on display in the staffroom.

Sample Supervision Rota for morning and afternoon supervision - Term 1; 2026-27

Week Beginning	Morning Duty	Afternoon Duty
Monday 31-8-26	Jo/Don	Louise
Monday 7-9-26	Don/Jo	Jenny
Monday 14-9-26	Lizzie	Claire
Monday 21-9-26	Jo/Don	Lizzie
Monday 28-9-26	Don/Jo	Jo/Don
Monday 5-10-26	Lizzie	Don/Jo
Monday 12-10-26	Jo/Don	Maurice
Monday 19-10-26	Don/Jo	Louise
Halloween Break		

- Pupils in Junior and Senior Infants who are not collected on time are brought to the office by the class teacher and a phone call is made to parents/guardians.
- Pupils from first to sixth class who have not been collected are instructed to return to the school within ten minutes of 'home time' and inform an adult.
- The Board of Management has informed parents that the school does not accept responsibility for pupils outside the above times (unless they are engaged in a school organised activity/ tour etc.)
- 24-hour insurance cover is provided for all pupils.

2. Mid-morning and Lunchtime Breaks:

- The school takes a mid-morning break from 10.45-11.00 a.m. and a lunchtime break from 12.30-1.00 p.m.
- The yard area is divided by lines to indicate specific play areas for Infants (Junior & Senior), Middle (first & second) and Senior (third – sixth class.)
- A roster is in place for mid-morning and lunchtime break supervision duty. This roster is on display in the staffroom and is submitted annually to the BOM.
- If a teacher is sick on the day of their yard duty and a substitute is in for them; the substitute will cover their yard duty. If no substitute is in place, the roster sub list applies.
- If a teacher is aware that they won't be in on their yard duty day (EPV, CPD etc.) they should arrange a swap with a colleague for that day.
- If a teacher swaps yard duty days with another teacher, it should be noted beforehand on the master Rota in the staffroom.
- When a class teacher is on yard duty, the teacher next door supervises their class. Adjoining doors are left open.

Sample Supervision Rota: August & September 2026

Midmorning & Lunchtime Breaks

	Junior (JI & SI)	Middle (1st & 2nd)	Senior (3rd – 6th)	
Fri 28th	**Sonja/Orina**	**Jo/Claire Mc**	**Jenny**	**Sub List**
				✓ **Alan**
Mon 31st	***Sub (Jo/Claire M)**	**Alan**	**Fearghal**	✓ **Antóin**
Tues 1st	**Claire O' H**	**Harry**	**Liam**	✓ **Ciara**
Wed 2nd	**Isabella**	**Don**	**Antóin**	✓ **Claire G**
Thurs 3rd	**Claire G**	**Níamh S**	**Ciara R**	✓ **Claire O'H**
Fri 4th	***Sub (Liam)**	**Niamh H/Aidan**	**Louise**	✓ **Don**
				✓ **Eoin**
Mon 7th	**Gemma**	**Jo/Mary**	**Maurice**	✓ **Harry**

- Our policy reflects the school's commitment to the provision of "adequate supervision" and to best practice, ensuring-
- A minimum ratio of under 100 pupils: 1 adult will be maintained.
- SNA cover will be deployed for any pupil with identified emotional/social/behavioural needs.
- Currently 8 SNAs are providing additional cover in the yard bringing the number of adults to 11.

SNA Mid- Morning & Lunchtime Supervision Rota

Yard Area	SNAs on Duty
Infants Yard (JI & SI)	**Sheelagh/Janet & Jacquie**
Middle Yard (1st & 2nd)	**Rachael, Sarah & Linda F**
Senior Yard (3rd – 6th)	**Anne/Linda M, Tracy, Gina**

- It is agreed that the Infant yard area needs a higher level of supervision than the other yard areas; the teacher who is covering the Infant yard must stay in the yard with them until they are collected by their class teachers.
- The benches/foyers outside the classrooms are used to deal with any injuries/ illnesses that require attention.

- Ice packs are stored in Room 2 and in the Servery.
- Accidents are dealt with by the relevant adults on duty. A blue Accident/Incident notification card is filled out for minor accidents/incidents and sent home to be signed and returned.
- When an **accident** is deemed to be more serious in nature it is recorded on an Accident Report Form, located in a press in Room 2.
- When an **incident** is deemed to be more serious in nature it is recorded in the blue notebook in Room 6.
- The following SNAs are willing to administer First Aid, on the proviso that the teacher on their yard supervises the SNA's designated pupil; Sarah (Junior Yard & Middle Yard) and Anne/Linda (Senior Yard.)
- If it rains during break or if the boys must go back to their classroom for any other reason, the following procedures will apply:
  - Teacher on Senior Yard should go around and open the doors on the field side of the school.
  - Teacher on Middle Yard should open the doors on the yard side of the school.
  - Teacher on Infant yard should stand at corner of Room 1 and supervise boys going to the field side of the school.
  - SNAs will accompany boys back to classrooms.
  - As a strict rule, children are expected to sit down as quickly as possible on re-entering the classroom and remain seated for the duration of break. Movies etc. may be put on the Interactive Whiteboard for the children to view.
  - The following supervision rota applies for wet day mid-morning and lunchtime supervision **(School Year 2026/2027)**

Classroom	Supervisor
Rooms 1,2, 9 & 10	Junior Yard Teacher
Rooms 3, 4, 5, 6, 7, 8 & 26	Middle Yard Teacher
Rooms 11, 12, 13, 14, 15 & 16	Senior Yard Teacher
1 & 2	Sheelagh/Janet
3 & 4	Jacquie
5 & 6	Rachael
7 & 8	Sarah
26	Majella & Niamh C
9 & 10	Anne/Linda M
11 & 12	Tracy
13 & 14	Gina
15 & 16	Linda F

- Pupils are regularly reminded of safe, acceptable yard behaviour.

- Where staff and/or parents express concerns about a pupil's behaviour, all yard duty personnel are informed and agreed individually planned procedures are put in place to ensure the safety of all.
- Labelled yard play equipment in the form of soft balls is provided for the use of classes from 2nd to 6th class during breaks; the safety and condition of this equipment is monitored by class teachers. Basketballs are provided for use in designated areas for 5th and 6th class pupils.

3. Certain activities:

In-school:

General

- It is school policy that pupils are supervised when returning from PE, computer room, church, swimming, and outings etc. including lunch breaks.
- When the whole class is moving in line outside of the class, the teacher stands out of line so that he/she can supervise all the pupils.

PE

- It is school policy for a teacher to supervise pupils in the handling of all large equipment necessary for PE class.
- Pupils are not permitted to touch PE equipment unless under the supervision/instruction of a teacher.
- See Health, Safety & Welfare Statement re moving of goalposts.

Moving of other equipment

- Pupils are only permitted to move other large equipment under staff supervision.

Games

- Pupils taking part in indoor or outdoor games, during and/or after school do so under the supervision of the organising teacher. Every school team has two teachers with them on match days.

Coaching

- Where an invited coach takes games instruction, this is always done with a teacher present.

Visiting speaker

- Where a visitor has been invited to talk/work with pupils, this is always done with a teacher present.

Computers

- Pupils using the Computer Room are always accompanied by a teacher or SNA under the instruction of a teacher (See separate IT Policy.)

Learning Support/Resource

- Pupils up to and including third class who are attending Learning Support/Resource Teaching are collected and returned to class under the supervision of an adult.

Incidental

- Pupils who need to leave the classroom on a message are always accompanied by another pupil.
- It is a school rule that pupils do not run within the building, except for PE activities.

Out of School

- See Appendix 3, School Tour Policy for more details.

4. Teacher needing to leave classroom:

- It is school policy to minimise, as far as is practicable, the occasions when a teacher is absent from a classroom. When this is unavoidable, the following applies:
- Short absence - Teacher notifies the teacher next door and both classroom doors are left open.
- Meeting – cover is provided if a meeting is expected to last longer than 15 minutes; for a meeting of less than 15 minutes, teacher next door provides cover.
- Choir/School Concert – teachers who are absent from class during practice will have their classes supervised by another teacher.

5. Specific circumstances:

After school activity: The BOM has informed parents that pupils attending a non-school activity on the school premises/grounds after 2.30pm, should arrange supervision with the activity organiser.

Sanctions for Misbehaviour on Yard: See school Code of Behaviour & Anti- Bullying Policies on the school website www.marysbns.ie

Managing of Long-term Health Conditions & Administration of Medication: All supervisors should be aware of this school policy (see Health, Safety & Welfare Statement; pgs. 25-31 and 96-97)

Responsibility: Principal (Don O' Neill) is responsible for drawing up this policy, arranging for review on an annual basis and drawing up and monitoring the various staff supervision rosters. All teachers and SNAs are responsible for supervision duties as outlined in this policy.

Review and Evaluation timetable

This policy will be reviewed and evaluated in September each year. Any changes to be made will be decided by Principal and Staff and will be approved by the Board of Management.

Ratification: This updated policy was ratified by the BOM on _____.

Signed: _____ John Hughes (Chairperson, Board of Management)

Appendices

- **Appendix 1: Guidelines for Yard Supervision**
- **Appendix 2: Yard Rules**
- **Appendix 3: Emergencies on Yard During Break**
- **Appendix 4: Policy on School Tours/Outings**

Appendix 1: Guidelines for Yard Supervision

General

- **Be on time.**
- **be aware of pupils who need special attention, observe their behaviour.**
- **be visible.**
- **Teachers and SNAs should liaise re pupils with special needs**
- **look out for pupils who tend to go out of bounds, leave the yard.**
- **be vigilant of pupils who enter the school building unsupervised.**
- **be aware of visitors entering the playing area or building.**
- **Keep an eye out for rough or dangerous play.**
- **Keep an eye out for conflict or aggressive behaviour.**
- **Keep an eye out for any form of bullying and take appropriate action.**

Minor Accidents

- **teacher or SNA to attend to pupils.**
- **supervisor to bring pupil to appropriate areas for treatment.**

Accidents of a Serious Nature

- **supervisor to bring pupil to appropriate areas for treatment.**
- **Teacher on duty to attend to pupils, issue blue card and inform class teacher.**
- **teacher on yard duty to fill out accident form where the accident is deemed sufficiently serious.**
- **class teacher should seek return of blue card and keep it in file.**
- **principal is to be informed.**

Incidents

- **teacher in the relevant section of yard to deal with incident.**
- **if incident is regarded as serious teacher to write a report in Blue Book (stored in Room 8)**
- **teacher to issue incident cards to perpetrator and/or victim, if appropriate**
- **class teacher to be informed and ensure that card is returned and stored on file.**
- **principal is to be informed (serious incident)**
- **principal to monitor blue book to look out for recurring names.**
- **parents to be informed by phone if deemed necessary.**

Allergic Reactions etc.

- **See separate policy in Health, Safety & Welfare Statement**

Appendix 2: Yard Rules for Children

Class Teachers are requested to teach these rules to pupils and regularly refresh them in their minds.

Be Gentle - Be a Friend - Be Responsible – Ask - Stay in Bounds - Respond to the Bell

- **Be gentle - no rough play, stay on your feet no rolling on the ground etc.**
- **Be gentle - no pulling, dragging etc. no trains.**
- **Be a friend - include others in your game – share.**
- **Make friends - meet and play with different boys in the yard.**
- **Stay in your own section of the yard. If you enter the junior yard to retrieve a ball, be gentle with the junior boys.**
- **Stay in the yard -do not leave the yard without permission.**
- **If you need to use the toilet, ask a supervisor for permission.**
- **Play safely - no throwing nuts, pieces of stick pebbles etc.**
- **Play safely - no use of pieces of wood, sticks or any other dangerous implement.**
- **Play safely - matches to be played the length of the yard only.**
- **Treat yard equipment with respect.**
- **Respect our environment - no balls in the yard when the surface is wet.**
- **Respond to the bell - line up when the bell sounds, no ball playing after the bell.**
- **Be responsible - talk to the supervising teacher, an SNA or to your own teacher or the principal if you are unhappy in the yard,**
- **Remember the Stay Safe rules.**

Appendix 3: Emergencies in the Yard during Breaks

Guidelines:

1. **Adults to be summoned: First Aider, Principal, Deputy Principal, class teacher, secretary, staffroom to be informed.**
2. **Scene Safety: Scene safety is vitally important. Where possible, any dangers to the injured, First Aiders, or others should be removed.**
3. **Patients should not be moved if safe to leave. Any patient with a serious head injury should be assumed to have neck or spinal injury also.**
4. **If breathing is absent, First Aider to administer CPR/Defibrillator**
5. **First Aider checks patient's airways, breathing and circulation. If any of the following life-threatening conditions are found call 112 or 999 immediately.**
    - **Unresponsiveness**
    - **Absence of Breathing**
    - **Absence of Circulation**
    - **Severe Bleeding (protective gloves should be worn)**
6. **Keep patient warm.**
7. **Staff members making emergency calls should stay close to First Aider as vital details may need to be passed on to the emergency services.**
8. **If deemed appropriate/necessary, break time should be terminated immediately, and the rest of the pupils returned to their classrooms without delay.**
9. **Secretary to inform parents and have details ready for emergency services – patients' name, contact numbers and any medical history on file.**

Appendix 4: Policy on Tours/Outings

Considering the age and interest of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate, and relate their findings to their own environment. Tours will be arranged at the discretion of the teacher in charge of a class, or a teacher in charge of certain interest groups e.g., Choir/Sports.

1. Type of Trips
There are four types of trips:

A. Local walks (where no transport is required)

- Details should be notified to the office outlining; venue, time of departure and expected time of return. A mobile phone should be brought. The ratio of adult/child supervision is at the discretion of the class teacher.
- Any medication that is stored in the classroom for a child should be brought on the trip e.g., Epipens etc.

B. Day Trips (where transport is required)

- A minimum child/adult ratio of 15:1 is required. A letter should be issued to parents outlining the details e.g., time, cost etc. Written parental consent should be included in this letter. Any costs are to be covered in the overall cost of the trip.
- If cars are being brought, drivers need to be informed of Insurance procedures. A laminated sheet with these details should be issued by the office and returned following the tour. If a bus is used, driver(s) need to comply with the conditions of hire. A tour kit is also to be brought. (See below)

C. Overnight trips within Ireland

- The minimum child/adult ratio should be 15:1. This should include 2 teachers for groups of 30 children and at least 2 teachers thereafter.
- Children are allowed to bring a set amount of spending money.
- Parents will be informed via email of all relevant details pertaining to the trip.
- A 24-hour contact number will be available to parents for the duration of the trip.
- Head counts should be done after each change of transport.
- Leaders should have contact name, address, and phone number for each child.
- The principal is to be provided with a full itinerary of the trip and contact numbers at all destinations.
- A signed Medical Consent Form from parents to agree to their child receiving emergency treatment *and/or* general consent to administer medicine(s). Children should generally carry their own medicine.
- A vouching agent is required for all families hosting pupils. A school principal or teacher in the host venue may act as a vouching agent.
- In the case of a major disciplinary issue,
- Children are allowed to bring mobile phones for limited use. Phones will be collected by teachers before departure and given to pupils at times agreed with parents/guardians beforehand.

D. Overnight and international trips

- The minimum child/adult ratio should be 10:1. This should include 2 teachers for groups of 20 children and 3 teachers thereafter.
- A written request should be made to the Board of Management.

- Children are allowed to bring a set amount of spending money.
- An information meeting should be held in advance of the trip, for teachers and parents. 24-hour contact number to be available.
- Head counts should be done after each change of transport.
- Leaders should have contact name, address, and phone number for each child.
- The principal is to be provided with a full itinerary of the trip and contact numbers at all destinations.
- Ell1 form or equivalent should be completed for all pupils travelling.
- A signed Medical Consent Form from parents to agree to their child receiving emergency treatment *and/or* general consent to administer medicine(s). Children should generally carry their own medicine.
- A vouching agent is required for all families hosting pupils. A school principal or teacher in the host venue may act as a vouching agent.
- Children are allowed to bring mobile phones for limited use. Phones will be collected by teachers before departure and given to pupils at times agreed with parents/guardians beforehand.
- No more than 1 international trip should take place in any school year.

2. Safety and Supervision

- Teachers *and* parents will be extra vigilant when taking children out of the school.
- Special attention will be paid to road safety, behaviour on buses etc.
- Risks posed by venues (e.g., adventure playgrounds etc.).
- Parents should be informed of their responsibilities in this regard before any trip.

3. Venue

- The teacher will be as 'au fait' as possible and have gathered information on any potential venue, with reference to educational opportunities afforded and services available (phone, toilets, emergency facilities).
- Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies.
- Where more than one class travels, one teacher will accept the role of ‘leader’.

4. Informing Parents

- Teachers will ensure that parents are given sufficient notice of itinerary, cost, special clothing necessary and packed lunch (no glassware.)

5. Cost/Finance

- The teachers will try to ensure that the cost of the tour is reasonable and represents value for money.
- *All* children will be actively encouraged to save towards the cost of the tour.
- Those intending to travel (including parents) should cover the costs. The total cost of the trip should include the cost of providing subs for teachers’ travelling.
- Where appropriate, the school savings scheme may be used to encourage boys to save for the cost of the trip.
- Tip for Driver: teachers to use their own discretion here.
- Money to buy parents coffee while on tour, or a flask of hot water, tea bags, milk and biscuits may also need to be brought.

7. Conduct on Tours

- Pupils' behaviour on tours will comply with the standard set in the School's Code of Behaviour. In certain circumstances, parents may be asked to agree to a contract on behaviour on behalf of their child.
- Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents should

be advised of this in advance. Alternatively, parents may be asked to accompany their child.

- Teachers travelling will decide dress *standards* in conjunction with the school dress code. If uniform is inappropriate, school tracksuit to be worn. Some tours may, however, require old clothes/change of clothes.
- If a child is involved in an incident of serious misbehaviour while on school tour, parents may be required to collect their son and take him home.

8. Weather Conditions

- Rain *and headgear* will be essential for *all* children, *and a* change of clothes *may* be necessary, depending on the venue.
- If weather conditions are unfavourable, the group will have the use of the bus for sheltering or for eating lunch. This will need to be confirmed with the bus company.
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9.After the Tour

- Where problems arise, *either with* such *things* as the venue or transport, teachers will report back to the transport/tour organizers who will in turn discuss it with
- Thank you cards to be sent to venues/hosts by the children etc.

Appendix 4: Emergencies on Yard during Breaks

Guidelines:

1. **Adults to be summoned: First Aider, Principal, Deputy Principal, class teacher, secretary, staffroom to be informed.**
2. **Scene Safety: Scene safety is vitally important. Where possible, any dangers to the injured, First Aiders, or others should be removed.**
3. **Patients should not be moved if safe to leave. Any patient with a serious head injury should be assumed to have neck or spinal injury also.**
4. **If breathing is absent First Aider to administer CPR/Defibrillator**
5. **First Aider to check patient's airways, breathing and circulation. If any of the following life-threatening conditions are found call 112 or 999 immediately.**
    - **Unresponsiveness**
    - **Absence of Breathing**
    - **Absence of Circulation**
    - **Severe Bleeding (protective gloves should be worn)**
6. **Keep patient warm.**
7. **Staff members making emergency calls should stay close to First Aider as vital details may need to be passed on to the emergency services.**
8. **If deemed appropriate/necessary, break time should be terminated immediately, and the rest of the pupils returned to their classrooms without delay.**
9. **Secretary to inform parents and have details ready for emergency services – patients' name, contact numbers and any medical history on file.**