

Lawrencetown National School



School Policy on Supervision 2025

Introduction

This policy was formulated in September 2023 and reviewed on August 26th 2025. 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's ethos of providing a safe and secure environment for learning for all pupils, staff and the wider school community.

Teachers are routinely involved in a variety of situations in the supervision of pupils as part of their contractual duty of care. Supervision of pupils in classes under their control is an integral element of a teacher's professional duties and contract of employment.

The school acknowledges that adequate supervision is intrinsic to the safety of children in our school. The teachers accept that they have a duty of care over pupils during school hours.

Therefore, in accordance with Department of Education policy 16/'73, the Principal and staff of Lawrencetown National School have formulated this policy on supervision. This policy will be reviewed every three years and will be approved by the Board of Management.

This policy outlines the supervision practices in our school, especially in the areas of Assembly and Dismissal, Lunch Breaks, arrangements for specific circumstances and arrangements for allowing individual children to go home early.

Aims

1. To develop a framework that effectively ensures, as far as is practicable, the safety of children in the classroom, on the corridor, while at play on the yard or while engaged in school related activities.
2. To contribute to effective school management and comply with relevant legislation.

School Hours:

A drop off system exists whereby a bell will ring at 9:15. At this point children will line up in their respective positions at the fire assembly area. The school will be open to receive pupils at 9.20. No responsibility is accepted for pupils before that time. Classes will end each day at 2:00 pm for Junior/Senior Infants and Early Intervention ASD classes. Classes will end at 3:00 p.m. for 1st - 6th class pupils. While the school grounds are open to pupils outside these hours, the school authorities have no responsibility for children arriving before official opening time, or remaining on the school grounds in the evenings.

Assembly:

Children assemble in their lines between 9.15 and 9:20 am, once the second bell is rung; teachers will collect their classes from the line, supervise them as they hang their coats and enter the classroom. Children will circulate through the building silently. Classroom doors will remain open at this time to enable teachers to view pupils on corridor and in classroom. 3rd and 4th class will enter through the south facing door. 1st and 2nd class will enter through the far north facing door and Infant classes along with 5th and 6th class will enter through the middle door. The school doors will close at 9:30am in the interest of child protection.

Bus escorts will ensure that each child is handed over to the SNA responsible for that child at the school bus. The class teacher will supervise their room from 9.20. SNA staff will meet the school bus as close to the school facility as possible. Each Bus Escort will hand over the supervision of a maximum of two pupils to each SNA at one time. To negate flight risk, SNA staff will hold children by their hand (if appropriate) while walking with them. SNA staff will

drop children off to their classroom if teacher supervision is adequate and then return to the bus to collect remaining children. Visual cues will be used by both bus escorts and SNA's if deemed necessary by classroom teacher.

Collection/Dismissal:

Pupils will line up on the corridor and walk as a class to the exit. Teachers will supervise pupils as they gather their coats, will lead the class to the exit and are responsible for seeing their pupils off the premises each evening after the bell rings. It is the responsibility of parents/guardians to make arrangements for the collection of their children at 2 p.m. for infants and 3:00 p.m. for 1st – 6th class pupils. Lawrencetown National School does not accept responsibility for pupils after this time.

Once the school bus has arrived the SNA staff will begin to assist children to the collection point to meet the school bus. Teachers will remain in class to supervise their children. SNA staff will hand over the supervision of each child to their appointed bus escort. SNA staff will negate flight risk by holding children's hand until they have been handed over to bus escort staff. SNA staff will hand over no more than two children at a time to each escort. It is the responsibility of the bus escort to ensure that each child is strapped in appropriately prior to departure. Once all children are strapped in the SNA may leave the collection point and return to the classroom.

Lunchtime Supervision:

- **Morning Break:**

Morning break begins at 11.15a.m., and lasts for twenty minutes. Each teacher will ensure that children have had an opportunity to use the toilet prior to break times. Once the bell has been rung, each teacher should line up their class silently and walk them to the yard. Classes going to the MUGA will line up with their teacher at the rear gate. Class teachers must remain with their class until the teacher on yard duty has arrived. A rule of **absolute silence** in the corridor will be adhered to prior to leaving and returning from break times.

A minimum of three staff members will be on yard at each break time, one located on the MUGA and two on the main school yard. The two staff members located in the school yard must first ensure that the yard gates are secure prior to admitting pupils on the yard. This teacher on yard duty should be on the yard before the children and should stay on the yard until all classes are collected. Doors of the school should only be opened by teachers during break times and they should be secured immediately after opening. Teachers are discouraged from providing toileting opportunities to children during playtime unless absolutely necessary. Teachers may send children for first aid if deemed necessary.

The staff member on duty at the MUGA will ensure to travel through the school grounds to the MUGA if possible and will ensure to close the gate of the MUGA once all children are accounted for. This staff member should carry a small first aid kit (supplied in the staffroom) with them and tend to any minor injuries at the MUGA. In the interest of health and safety no children should be sent from the MUGA to the school unaccompanied by an adult unless in exceptional circumstances.

It is the responsibility of the teacher on the MUGA to line up their children 2 minutes prior to the end of playtime to ensure that children are returned to the line in a prompt manner. The bell will be rung punctually by the teacher on the school yard. At this point each class on the yard will line up at their morning assembly lines in silence and each teacher will collect his/her class promptly, lead them inside and supervise them as they enter the classroom. Classes on the MUGA will follow the same procedure. Silence will be maintained at all times on the corridors to ensure minimal disruption of operating classrooms.

ASD class teachers will organise their pupils in a similar fashion. Ensuring that the playground is secure the teacher on duty will allow all children on yard with a minimum staffing ratio of 1 adult to 3 children.

Under no circumstances should children be sent to retrieve balls/play items from the main road.

Record taking of incidents on yard is the responsibility of the individual teacher on yard. All incidents should be logged in the incident book in the staff room on the day of happening. Any incidents of misconduct or bullying should be reported and documented in line with school

policy. It is the responsibility of the teacher on duty to liaise with a class teacher immediately should an incident occur.

- **Lunch Break:**

Lunch begins at 1.00p.m., and lasts for twenty minutes. The same rules of break time apply.

Wet Days:

On wet days children eat in the classroom at break-time and lunch break. Each teacher stays in his/her classroom for this break or is relieved by a staff member to take a break. The classroom teacher should organise busy activities or board games for the children in their class during this time.

Classroom:

The children are supervised at all times by the class teacher. If the teacher is absent from the room for a short period (e.g. urgent phone call) they should leave the door open and ask the teacher/SNA/ in the nearest classroom to supervise until he/she returns. Photocopying and printing should be completed outside of school hours but in the event that it needs to be done during school time, the above applies. When a visiting teacher comes to the class (e.g. Student teacher, Drama, Art, P.E. Coach), the class teacher must always be present.

Corridor

Children are expected to walk on the corridor at all times. A rule of absolute silence applies when moving through the corridor. Pupils that are attending S.E.T. must be collected by the teacher and led to the classroom. A routine of regular toileting times should be set up in each classroom. Children who toilet in pairs should still be encouraged to keep the rule of silence in the corridor.

Swimming:

Children travel to the swimming pool by bus. Staff members ensure all pupils are wearing their seat belts. The teacher leads the class to the bus and from the bus to the swimming pool. The swimming instructor takes charge while children are in the pool, school staff help. Teachers and SNA's supervise the main changing rooms before and after the lessons. Teachers remain on the premises for the duration of the lesson. Once the children are changed after their swimming classes, they line up beside the exit. The class teacher leads them to the bus.

School Tours:

Taking into account the age and interest of the children and the curriculum being covered, School Tours will be arranged by the school at various times to present the children with opportunities to further their education in a different environment. Teachers and SNA's will be extra vigilant when taking children out of the school and will remain on the premises which have been chosen for the school tour. Special attention will be paid to: Road Safety; Behaviour on Bus, Risks posed by particular venues (e.g., adventure playgrounds etc.).

Football/Hurling Training/Matches:

During the year children will be involved in Football and Hurling training and matches. This is a school activity and teachers will be extra vigilant when taking children out of the school. Special attention will be paid to: Road Safety; Behaviour on Bus, Risks posed by particular venues and injuries requiring First Aid. Children will walk with the teachers to the field and will walk with the teacher back to the bus. A staff member supervises children while in the changing rooms.

Temporary Withdrawal:

On occasion, children will be withdrawn from the school for a short period of time. It is the responsibility of the parent to collect the child from the class and, to ensure the continuity of care, to return the child to the classroom afterwards. Parents are discouraged from leaving their children off at the school gate and letting them return to class alone. Should children have to leave the school for any appointment (e.g. dental appointment etc.) consent (verbal/written) is necessary. Parents have been informed to communicate with the school upon pickup by calling the school office and a staff member should ensure to oversee the handover of the child.

Reviewed and ratified by the BOM on 30/09/25

Signed by; Marie Naughton
Chairperson

Andrew O Regan
Principal

Date
