



St. Paul's SNS Supervision Policy

Signed: A. Gathy Principal
Signed: Rev. John Corlor Chairperson of BoM
Date: 21/04/26

1. Introduction

St. Paul's SNS is committed to providing a safe, secure, and well-supervised environment for all pupils. Effective supervision is essential to safeguarding pupils' welfare and supporting positive behaviour throughout the school day.

This policy outlines the procedures and responsibilities for supervision before school, during break times, at dismissal, and during all school-related activities, in line with Department of Education requirements and best practice.

2. Purpose

The policy aims to:

- Ensure the safety and wellbeing of all pupils during school hours and activities
- Clarify supervision arrangements across the school day
- Support staff in fulfilling their duty of care (in loco parentis) responsibilities
- Promote consistent and effective supervision practices
- Provide clear guidance to parents regarding supervision times and responsibilities

3. Scope

This policy applies to:

- All pupils attending St. Paul's SNS
- Teaching staff, SNAs, and school leadership
- All school-related activities, both on and off site
- Supervision before school, during breaks, and at dismissal

4. Legislative and Policy Context

This policy is informed by:

- Education Act 1998
- Rules for National Schools (Rules 121(4) and 124(1))
- Department of Education Circulars (including Circular 16/73 and 18/03)
- Primary Education Management Manual
- Child Safeguarding Statement and Risk Assessment

All teachers have a duty to take reasonable care for the safety of pupils and to participate in supervision during school time and school activities.

5. General Principles of Supervision

- The school provides supervision **from 8:55am to 2:45pm only**
- Pupils on school grounds **outside these times are not supervised**, unless attending an organised activity
- Parents/guardians are responsible for pupils outside supervision times
- All staff share responsibility for maintaining a safe environment

6. Pre-school Supervision

6.1 General Arrangements

- Supervision is provided from **8:55 am**
- The school accepts no responsibility for pupils arriving before **8:55 am**
- Designated supervision areas include:
 - Front gate
 - Back gate
 - Yard (including SLD class area)
- Staff on duty supervise these areas to ensure pupil safety
- Pupils are received by class teachers from **9:00 am**

6.2 Inclement Weather

In cases of rain, snow, or unsafe yard conditions:

- Pupils are admitted to the building from **8:55am**
- Supervision is provided in corridors by designated staff
- Pupils proceed to classroom areas and remain supervised until 9:00am
- The Principal decides when indoor supervision is required

7. Break and Lunch Supervision

7.1 Organisation

- A supervision rota is prepared and managed by the Assistant Principal, Ms Johnson
- Rotas are communicated via:
 - Staffroom display
 - School messaging system – Google chats

7.2 Yard Supervision

- Two teachers and two SNAs are assigned per yard
- Yards are divided into zones for effective supervision
- Staff:
 - Monitor safety and behaviour
 - Enforce yard rules
 - Manage minor incidents

7.3 Wet Day Arrangements

- Pupils remain indoors with designated supervision in each classroom.
- Supervision is organised by the designated post-holder.

7.4 Behaviour and Safety

- Yard rules are displayed and regularly reviewed
- Pupils are expected to:
 - Remain within school boundaries
 - Behave safely and respectfully
 - Follow staff instructions

7.5 Accidents and First Aid

- First aid is administered by supervising staff
- All incidents are recorded in line with the Health & Safety Policy
- Serious incidents are reported to the Principal and parents where appropriate

8. General Supervision Procedures

- Teachers ensure classes are supervised at all times
- Teachers accompany pupils to and from the yard
- Pupils excused from yard remain in designated supervised areas
- Religious or alternative activities are supervised appropriately
- Substitute and SET teachers follow this policy

9. Dismissal Procedures

- School day ends at 2:40pm
- Class teachers escort pupils to designated exits
- Staff supervise school grounds during dismissal

9.1 Late Collection

- Pupils not collected are brought to the school office
- Parents/guardians are contacted
- Responsibility transfers to the parent upon collection

9.2 After-School Activities

- Pupils attending activities remain under teacher supervision
- Relevant school policies apply

10. Off-Site Activities

- Pupils are supervised at all times during off-site activities
- School Code of Behaviour applies
- Pupils may only be collected by parents with prior arrangement

11. Visitors and External Providers

- Class teachers retain responsibility for supervision at all times
- Teachers remain present when external instructors or facilitators are working with pupils

12. Temporary Absences of Staff

- Classes must not be left unsupervised
- The Principal arranges cover where necessary
- Parent meetings are scheduled to avoid disruption to supervision

13. Pupils Leaving During the School Day

- Pupils leaving early must be signed out at the office using Early Leavers' Book
- Pupils are only released to a parent/guardian (18+)
- Advance notice should be provided where possible
- Responsibility transfers to the parent upon collection

14. Additional Considerations

- Supervision is required for all before/after-school activities
- Court orders relating to custody must be provided to the school
- In cases of risk, An Garda Síochána will be contacted

15. Roles and Responsibilities

Board of Management

- Overall responsibility for policy approval and oversight

Principal

- Day-to-day management of supervision arrangements
- Ensures compliance with policy

Assistant Principal

- Organises and updates supervision rota

Teachers

- Supervise pupils at all assigned times
- Maintain safety and discipline
- Report incidents appropriately

SNAs

- Support supervision, particularly for pupils with additional needs
- Report concerns to teaching staff

Pupils

- Follow school and yard rules
- Behave safely and responsibly

16. Success Criteria

- Safe and orderly school environment
- Effective supervision at all times
- Positive pupil behaviour
- Safe management of school activities

17. Monitoring and Review

This policy will be:

- Reviewed annually or as required
- Updated in line with legislative or organisational changes
- Monitored as part of the school's overall safeguarding framework