



## **Derryooper National School Policies**

**Roll Number: 17547R**

**Patron: Most Rev. Michael Duignan, Bishop of Clonfert**

**Chairperson: Fr. Kieran O'Rourke P.P.**

**Phone: 0860483344**

**Principal: Padraig Lohan**

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# **Supervision Policy**

## **1. Introduction**

The Board of Management of Derryooper National School is committed to ensuring the safety and welfare of all pupils by implementing an effective **Supervision Policy** in line with the guidelines provided by the Department of Education. This policy outlines the procedures in place to ensure appropriate supervision of students before, during, and after school hours.

This policy is informed by:

- **The Education Act 1998**
  - **Health and Safety Legislation**
  - **Child Protection Guidelines and Procedures**
  - **The Code of Behaviour of Derryooper NS**
  - **The DEIS Action Plan**
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## **2. Aims of the Supervision Policy**

The purpose of this policy is to:

- Provide a safe and structured environment for all pupils.
  - Ensure adequate supervision during school activities, including break times and school trips.
  - Minimise risks and accidents by maintaining clear supervision guidelines.
  - Outline the responsibilities of staff members in relation to supervision.
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### 3. Supervision Before School Hours

- The school opens at **9:10 AM** and formal supervision of students begins at this time.
  - The school accepts no responsibility for students arriving before this time.
  - Parents/guardians are responsible for ensuring their children's safety before 9:10 AM.
  - Some children use the **Derryoover Childcare facility** before school hours. While these children remain under the supervision of childcare staff, it is the responsibility of parents to ensure their safe transition to school at 9:10 AM.
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### 4. Supervision During School Hours

- The official school day begins at **9:20 AM** and ends at **3:00 PM** for 1st to 6th Class and at **2:00 PM** for Junior and Senior Infants.
  - **Morning Break (11:05 – 11:20 AM) and Lunch Break (12:50 – 1:20 PM):**
    - Teachers supervise pupils in the designated play areas.
    - A **rota system** ensures adequate teacher supervision at all times.
    - Special attention is given to high-risk areas such as the playground, toilets, and corridors.
  - Teachers are responsible for escorting their class to and from designated break areas.
  - All pupils must remain within the school grounds during school hours.
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### 5. Supervision After School Hours

- Pupils must be **collected promptly** at dismissal times.
  - Teachers are **not responsible** for supervising pupils once they have been dismissed from class.
  - Parents/guardians must ensure prompt collection of their children.
  - Some children attend the **Derryoover Childcare facility** after school hours. While these children remain under the supervision of childcare staff, parents are responsible for ensuring their safe transition to the childcare facility after dismissal.
  - Written permission must be provided for any child leaving the school grounds during the day.
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### 6. Supervision on School Trips & Activities

- The same level of supervision applies to **school tours, educational trips, and sporting events**.
  - Adequate adult-to-pupil ratios will be maintained to ensure safety.
  - Parental consent is required for all trips, and additional supervision may be arranged if needed.
  - Bus travel must be **fully supervised** by staff members.
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## 7. Responsibilities of School Staff

- **Principal:** Ensures the implementation of the supervision policy.
  - **Teachers:** Follow the supervision rota and monitor student behaviour.
  - **Special Needs Assistants (SNAs):** Assist in the supervision of pupils with additional needs.
  - **Parents:** Must adhere to drop-off and pick-up arrangements and reinforce school rules with their children.
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## 8. Procedures for Dealing with Accidents or Incidents

- All accidents/incidents are recorded in the **Accident Report Book**.
  - **Minor injuries** (cuts, grazes) will be treated by school staff with basic first aid.
  - **Serious injuries** require parental contact and, if necessary, emergency services.
  - In the event of an accident, the supervising teacher remains with the injured child while another staff member seeks assistance.
  - If a child needs to go home due to illness or injury, parents/guardians will be contacted immediately.
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## 9. Wet Day Supervision

- During wet weather, children remain in their classrooms under teacher supervision.
  - SNAs or support staff assist where required.
  - **Quiet activities** (reading, drawing, board games) are encouraged to maintain order.
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## 10. Review & Policy Implementation

- This policy will be **reviewed annually** by the **Board of Management** in consultation with staff and parents.
  - Updates will be made to ensure compliance with Department of Education guidelines.
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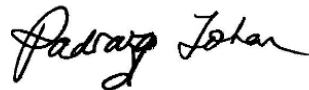
## 11. Policy Ratification

This **Supervision Policy** has been prepared by the **Principal** and approved by the **Board of Management**.

Signed:

Chairperson, Board of Management: \_\_\_\_\_

Principal, Derryoover National School:



Date:

19 February 2025

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