Pelletstown Educate Together National School

Supervision Policy

Whole School Policy

Ratified: 11th June 2026

To be reviewed: Term 3, 2031

Introduction and Rationale

This policy has been developed to ensure the safety, welfare and wellbeing of all pupils attending the school. The policy outlines the arrangements in place for the supervision of pupils throughout the school day and during school-related activities.
The Board of Management, Principal and staff recognise that effective supervision is essential in creating a safe, inclusive and positive learning environment for all children.

This policy should be read in conjunction with the school's:

- Child Safeguarding Statement and Risk Assessment
- Relationships and Code of Positive Behaviour
- Health and Safety Statement
- School Tours Policy
- Bí Cineálta (Anti-Bullying) Policy
- Mobile Phone and Smart Devices Policy

School Hours

The school day operates as follows:
Junior and Senior Infants: 8:30am – 1:10pm
1st – 6th Class: 8:30am – 2:10pm

Morning Arrival and Supervision

Responsibility Before School Opens
Parents/carers are responsible for the supervision of their children until 8:30am, when the school doors open.

Morning Supervision Arrangements
From 8:30am – 8:40am:
A member of staff (teacher or ANA) supervises each school entrance:

- Door at the bottom of stair core 1
- Door at main entrance (stair core 2)
- Door at bottom of stair core 3

Class teachers supervise pupils from their classroom doors as pupils arrive and move through corridors to their classrooms.

Bikes and Scooters
The school car park gates may be used by pupils between 8:30am – 8:40am to access the bike and scooter sheds located at the back of the school.
Parents/carers are encouraged to accompany their children when using this access route for health and safety and supervisory reasons.

Autism Class Arrivals
Depending on transport arrangements and morning traffic, pupils attending the school's autism classes may arrive from 8:20am.
ANA staff are available from this time to supervise pupils in The Oasis area until the commencement of the school day.

Break Times and Yard Supervision

Break Times

Junior Infants - 2nd Class:

- Morning Break: 10:00am - 10:15am
- Lunch Break: 12:00pm - 12:25pm

3rd - 6th Class:

- Morning Break: 10:20am - 10:35am
- Lunch Break: 12:30pm - 12:55pm

Recreation Areas and Supervision Ratios

The following supervision arrangements apply during break times:

Recreation Area	Supervision Ratio
Basketball Court and surrounding areas (incl. sensory garden and tabletop games corridor)	1 teacher: 4 classes
Rooftop Yard	1 teacher: 4 classes
Soft surface Yard	1 teacher and 4 ANAs: all pupils from Autism classes
Astro Area	1 teacher : 30 pupils
ANAs are on the yard every day and support the pupils to whom they are allocated while on yard supervision	

Wet Day Procedures

During periods of severe weather when pupils remain indoors for break times, the following arrangements are in place:

- One teacher from the scheduled yard duty team supervises each corridor (i.e. up to 4 classrooms).
- All classroom doors remain open.
- Teachers supervise pupils from their classrooms and corridor areas.
- ANAs remain in the classroom with the pupil(s) to whom they are allocated.

Expectations During Wet Day breaks:

- Pupils should be engaged in appropriate quiet activities.
- Movement between rooms is not permitted.
- Supervising teachers should conduct regular walk-throughs and maintain visual contact with all rooms assigned.
- Pupils should <u>not</u> be eating lunches unless there is an adult in the room consistently (ANA staff may supervise eating)

Autism classes supervision protocols differ, whereby the above supervision ratio will still apply and pupils may use the classrooms, or other available spaces within the Oasis.

Supervision During Staff Breaks

When teachers are on yard duty and taking their own break before/after recreation time:

- The classroom door remains open.
- The adjoining classroom door also remains open.
- The neighbouring/partner teacher supervises both classrooms by walking between the two rooms.
- Supervision by a support teacher or ANA is provided for pupils from Junior Infants – 2nd class, and for pupils in the autism classes.

Partner Teacher Responsibility:
The partner teacher assigned to the class must:

- Actively supervise the classroom throughout the break time.
- Conduct **regular checks** on pupils.
- Monitor behaviour and ensure safety.

Pupil Expectations:

- Pupils should be provided with **quiet work** to complete.
- Pupils should remain **seated** at all times during the teacher's break.
- Any concerns should be reported to the class teacher upon their return.
- Pupils should not be eating lunches unless there is an adult in the room consistently (ANA staff may supervise eating)

Toileting and First Aid During Yard Time

Pupils who need to leave the yard to use the toilet, or require first aid attention must be accompanied by an ANA from that yard area.

Communication and Emergencies

Internal phones are available in classrooms to enable staff to contact:
other staff members, the school secretary, or members of the leadership team.

In urgent situations where a teacher must temporarily leave the classroom, the teacher in the adjoining classroom may supervise both classes by walking between the two classrooms with the doors open.

Meetings During the School Day

If a teacher is required to attend a meeting during the school day, appropriate supervision cover must be arranged in advance (for example, through a member of the support teaching team).

Where possible, meetings should take place outside of teaching time and school hours.

Infant teachers may occasionally be requested to assist with supervision of other classes after 1:10pm when their own classes have finished for the day. However, the school acknowledges that this time is also important for preparation, planning and organisation for teaching and learning.

Absence of Supervising Staff

Planned Absences

- If a supervising teacher's absence is known in advance, the supervising teacher arranges to swap supervision duties with another teacher.
- Where a long-term substitute teacher (more than two weeks) or a substitute teacher from the supply panel is covering a class, the substitute teacher undertakes the supervision duties associated with that class teacher.

Unplanned Absences

Where a teacher is unexpectedly absent and no prior arrangements have been made, their 'buddy teacher' will cover the yard duty, and the absent teacher will subsequently repay the supervision duty (staff should see yard supervision for details of their 'buddy teacher').

Substitute ANAs

- Substitute ANAs provide the same level of supervision and support as the ANA normally allocated to the pupil.
- If an ANA is absent and no substitute is available, the teachers supervising that yard area will pay particular attention to the pupil requiring support.

Note:

- All substitute ANAs are informed of supervision arrangements by the class teacher.
- All substitute teachers are informed of supervision arrangements by the Principal, Deputy Principal or another member of the leadership team.
- All changes to the yard supervision rota due to absences will be recorded on the roster and stored in hard copy until the end of each term, after which time they will be scanned and stored on the school's Google Drive.

Accident and Incident Reporting
If an accident or incident occurs:

- in a classroom or alternative learning space, the staff member present completes the accident/incident report form in accordance with the school's Health and Safety Policy;
- on yard, the supervising teacher on duty completes the accident/incident report form.

All incidents are recorded in line with the school's Health and Safety policy and procedures.

Dismissal Procedures

- Junior and Senior Infants (1:10pm): Pupils exit through the Main Entrance and are dismissed by the teacher to a parent/carer or other designated adult.
- 1st Class (2:10pm): Pupils exit through the Main Entrance and are dismissed by the teacher to a parent/carer or other designated adult.
- 2nd Class (2:10pm): Pupils exit through the Main Entrance and are dismissed by the teacher to a parent/carer or other designated adult, or older sibling (dependent on Aladdin permission)
- 3rd Class and 4th Class (2:10pm): Pupils exit through the door at the bottom of stair core 3, and are dismissed by the teacher to a parent/carer/designated adult or can walk home alone (dependent on Aladdin permission)
- 5th Class and 6th Class (2:10pm): Pupils exit through the door at the bottom of stair core 1, and are dismissed by the teacher to a parent/carer/designated adult or can walk home alone (dependent on Aladdin permission)
- Autism Classes (1:10pm/2:10pm): Pupils exit through the door at the bottom of stair core 1, and are dismissed by the teacher to a parent/carer/designated adult or are accompanied to the relevant school transport vehicle by school staff, and handed over to the driver/bus escort

Collection Arrangements

As noted above, the following permissions and collection arrangements are in place:

Junior Infants - 1st Class:

Pupils from Junior Infants to 1st Class may only be collected by a parent/carer, or a designated adult authorised by the parent/carer.

Collection by Older Siblings:

Pupils from 2nd Class upwards may be collected by an older sibling where written parental permission has been provided through Aladdin.

Walking Home Independently:

Pupils from 3rd Class upwards may walk home independently where written parental permission has been provided through Aladdin.

Late Collection Procedures

Pelletstown ETNS requests that pupils are collected promptly at their designated finish time. This is for the well-being of the child, and to allow staff to continue with their duties outside of contact learning and teaching time. If a child is not collected on time, the child waits in the school reception area where they are supervised by the school secretary until 2:30pm while parents/carers are contacted. If no staff member is available to supervise the child after this time, the school may contact An Garda Síochána.

Repeated late collection incidents will be referred to school management for review and management.

After-School Care and Extra-Curricular Activities

After-School Care
Pupils attending after-school care are handed over directly by the class teacher to the care worker from the after-school care provider. It is the responsibility of the after-school provider to ensure they have appropriate dismissal procedures in place.

School-Run Activities
Pupils attending extra-curricular activities organised by school staff are handed over directly by the class teacher to the relevant staff member. It is the responsibility of the relevant staff member running the extra-curricular activity to ensure they have appropriate dismissal procedures in place. Relevant staff members must request information from parents/carers regarding collection arrangements when enrolling pupils for the activity. The dismissal procedures must be in line with the school's procedures per class as outlined above.

External Providers
Pupils attending activities facilitated by external teachers or coaches are handed over directly by the class teacher to the external instructor. It is the responsibility of the external teacher/coach running the extra-curricular activity to ensure they have appropriate dismissal procedures in place.

Regulation and Sensory Breaks
The school recognises that regulation breaks, including movement and sensory breaks, are essential for some pupils.

Pupils participating in regulation breaks are supervised at all times by a member of school staff, which may include a class teacher, support teacher, or ANA.

Mobile Phones and Smart Devices
All staff members are expected to adhere to the school's Mobile Phone and Smart Devices Policy while supervising pupils.

Alternative Learning Spaces

Pupils using alternative learning spaces must always be supervised by a member of staff. This includes:

- vegetable garden,
- sensory garden,
- outdoor classroom,
- pond area,
- astro area,
- library,
- PE hall,
- Sensory room
- Movement room
- Sensory pod

Staff are reminded to exercise particular vigilance in higher-risk areas, especially the school pond area, which remains secured behind a locked fence and gate at all times.

Visitors and Contractors

External visitors and contractors do not undertake supervision duties within the school. Responsibility for supervision of pupils remains at all times with PETNS school staff.

Local Trips and Off-Site Activities
Pupils participating in trips within the vicinity of the school must be supervised by members of school staff. This includes, but is not limited to the Green, Crescent Park, local playgrounds and Reilly's Community Garden

School Tours
Supervision arrangements for school tours are outlined in the School Tours Policy, and the Child Safeguarding Statement and Risk Assessment.

Depending on the venue and activity, pupils may be supervised by school staff, venue staff, or a combination of both.

In certain settings (for example Emerald Park or Clara Lara Funpark), pupils may be permitted to explore independently in accordance with the supervision arrangements deemed appropriate for that venue and age group.

Where this applies, parents/carers will be informed in advance when providing consent for attendance.

Roles and Responsibilities

Staff Responsibilities
All staff members are expected to:

- actively supervise pupils,
- remain vigilant at all times,
- follow agreed supervision arrangements,
- report concerns promptly,
- follow safeguarding procedures,
- ensure safe movement throughout the school.
- Pupil Responsibilities
- Pupils are expected to:
- follow staff instructions,
- behave safely and respectfully,
- remain within designated areas,
- report accidents or concerns immediately.

Parent/Carer Responsibilities
Parents/carers are expected to:

- ensure children arrive and are collected safely,
- comply with school procedures,
- provide updated collection permissions,
- communicate relevant supervision information to the school.

Ratification, communication, implementation and review

This policy was ratified and adopted by the Board of Management of Pelletstown Educate Together National School on 11th June 2026.

This policy will be published on the school website, and a hardcopy will also be available from the school office. This policy will be brought to the attention of all staff members upon their appointment to the school.

The implementation of the policy shall be monitored by the Principal and the Chairperson of the Board of Management.

This policy will be reviewed as necessary, and particularly to comply with any relevant changes to DEY guidelines, circular or legislation, developing school needs, health and safety requirements and best practice guidance.

Signature of Chairperson: _____ Date: 10/6/26

Signature of Principal: Caitríona Ní Cleallaíl Date: 11/6/26

Date: 11th June 2026

Date for Review: Term 3, 2031