



Lecarrow Community National School
Knockanyconor, Lecarrow, Co. Roscommon, F42 HC83
Web: www.lecarrowcns.ie
Email: lecarrowcns@gretb.ie
Phone 0906 661242
Roll Number: 18272J



Supervision Policy

Introduction

This policy applies to all staff and children during school hours, break times and on all school related activities.

Rationale

The rules for National Schools obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils on the school premises during school time and during all school related activities. Legislation such as the Health Safety and Welfare at Work Act place a duty of care and accountability on schools.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities.
- To observe and monitor behavioural patterns outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.
- To ensure full safety is achieved on wet school days due to change in routine.

School Procedures

Arrival/Dismissal

The Board of Management informs all parents that the school does not accept responsibility for pupils dropped off earlier than 9:10am. All Post Holders are timetabled to supervise for 10 minutes each morning as children assemble. Teachers assume a duty of care at 9:20am.

Children who travel by bus are accompanied to the gate at 3:00pm by class teachers. Other children are collected by parents/guardians at the school gate. Children are taught and reminded on an ongoing basis about road safety and safe routines regarding arriving and leaving school.

If children remain uncollected after 3:00pm, a member of staff contacts parents and the school will endeavour to ensure that a duty of care is provided until a parent/guardian arrives.

No supervision is ever provided outside the school gate.

If a child arrives at school late or is collected early, the parent/guardian must sign the pupil sign out book which is located inside the main door.



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Lunchtime supervision

- It is the policy of the school to supervise the schoolyard at all times during regular breaks i.e. 11:00am to 11:10am and 1:00pm to 1:30pm.
- A rota for supervision at playtime and lunchtime is drawn up and this rota is displayed in classrooms and on the staffroom noticeboard.
- Rules of the schoolyard are reviewed and revised regularly at staff meetings.
- On wet days, children remain in their classes and the normal supervision rota will apply. Under no circumstances are children allowed to run around in classrooms at break times.
- Staff on yard duty remain with the classes until the class teacher returns from break. All teachers are asked to be punctual after breaks.
- Teachers taking a course day can swap supervision duties with a colleague.
- If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement.
- Special Needs Assistants are on duty during lunch breaks. While SNAs provide individual supervision for children with special needs, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty.
- Children with injuries/complaints are dealt with directly by the adults on yard duty. A first aid kit is available and all minor incidents are dealt with on the yard.
- In the event of a more serious incident or if a child is unwell – the supervising adult brings the injured/unwell child in to the school, gains support or first aid, informs the Principal and parents are notified. Parents are always informed of a head injury even if the child appears unaffected. During this time another teacher assumes supervision duties in the classrooms/yard.
- First Aid boxes and Accident Report books are kept as a matter of procedure outside the office. All serious incidents are recorded in the Accident Report Book.

Special Provisions

- All children's toilets are adjacent to the classrooms in Lecarrow CNS. If a child requires assistance in the toilet, the teacher/SNA will leave the classroom door open.
- For out of school activities such as library visits, school tours (including bus trip), sporting activities, school outings and fundraising events, back up provisions are put in place to ensure adequate levels of supervision. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
- For outdoor teaching activities and sports day, each class will have extra assistance from a member of the SEN team and/or SNA to supervise all activities.
- If children are being withdrawn from Junior Infant mainstream classes for small group activities, the SEN teacher will collect and return the group. From Senior Infants to First Class, children will always be collected from the classroom by the SEN teacher but to help foster independence the group will gradually be allowed to return to their class independently.



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- When a child is withdrawn for one-to-one teaching, the SEN teacher will collect and return the child to his/her classroom. Procedures are in place in the resource teaching room e.g. glass in door, table between teacher and pupil and blinds being up when room is in use.
- If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments.
- The school Safety Statement lists all hazards on the schoolyard and this document is available to all supervisors.

Success Criteria

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Reinforcing school rules termly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

Monitoring and Review

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required.

Signed: P. Sullivan
Chairperson of BOM

Date: 22/10/2025

Signed: Tracy Kilgannon
Principal

Date: 22/10/2025

