



Mercy Secondary School Kilbeggan

Supervision Policy

This Policy will be implemented in tandem with, and with reference to the current MSSK Child Safeguarding Statement and the Child Protection Procedures 2025 for Post Primary Schools.

1. Purpose

The purpose of this policy, which has been written in line with the guidelines set out in The Child Protection Procedures for Schools 2025, is to ensure the safety, wellbeing, and orderly conduct of all students during the school day, including before and after classes, during breaks, and at school events / school related activities

Further, this policy outlines the responsibilities of staff, students, and parents/guardians in relation to supervision.

2. Times Identified as Presenting Need for Supervision

- Before classes commence / End of the school day
- During class time / Moving between classes.
- Break and Lunch times / After school study, clubs etc.
- In-school activities / School trips including sports / extra-curricular outings

3. Agreed Procedures

A) Before Classes Commence / End of the School Day

- Supervision begins at 8.35am (Monday to Friday) and runs until 8.55am at which point students make their way to classes.
- Staff on duty are stationed along all corridors, in recreational areas (Astro-Pitch, Basketball Courts, School Gym) and in Asgard.
- The School Principal and Deputy Principals are on site and assist in supervising the arrival and movement of students.
- 1st Year Class SNAs are present at lockers to assist and supervise students leaving the area.
- All other year groups finish at 3.55pm and are supervised by class teachers as they leave the room.
- The school Principal and Deputy Principals supervise students as they leave the building.

- Members of the schools Traffic Management Team are stationed at the back of the school, at drop off / collection zones and at both gates.

B) During Class Time/ Moving between classes.

- Students are supervised by their class teacher for the duration of each one-hour lesson.
- In the event that a teacher needs to leave the room for any reason they must first ensure that adequate supervision is put in place.
- In such circumstances, teachers must contact the office who will then organise a replacement to step in.
- In some cases, there may be two teachers present in a room (team-teaching)
- Students are supervised by staff as they move between classes.

C) Break and Lunch Times / After school study, clubs etc.

- Staff are posted throughout the building / campus for the duration of Break and Lunch times. This includes all corridors, sport and recreational areas, the canteen, the school library, Asgard and exits.
- Staff on duty actively circulate, engage with students, and address inappropriate behaviour promptly
- All Lunchtime extra-curricular clubs and events are run in designated rooms under the supervision of a teacher(s).
- Each after school study room is supervised by a teacher for its entire duration.
- Extra revision / practical classes are led, and fully supervised by class teachers.

D) In-School Activities / School Trips / Sports & Extra-Curricular Outings

- Classes are accompanied to in-school activities, including those carried out by external agencies, by their teachers.
- Adequate staff-to-student ratios, with an appropriate gender balance are maintained for all trips in line with individual risk assessments.
- Supervisors are fully aware of all responsibilities and are fully briefed on emergency procedures before departing on overnight / extended trips.
- No less than 2 members of staff will travel to all sports games and extra-curricular events.

4. Roles and Responsibilities

Staff:

- Arrive promptly for supervision duties.
- Remain visible and attentive during duty periods.
- Report incidents or concerns to Principal / Deputy Principal.

Students:

- Follow staff instructions during supervised times.
- Remain in designated areas unless given permission to leave.

Parents/Guardians:

- Ensure students arrive and depart within supervised times.
- Communicate promptly with the school regarding changes to collection arrangements.

5. Emergency Procedures

- In case of injury or illness, the supervising staff member will follow the **First Aid Policy** and notify the office immediately.
- In the event of a serious incident, staff will follow the school's **Critical Incident Policy**.

6. Monitoring and Review

- The Deputy Principal will oversee the supervision roster and address any issues.
- This policy will be reviewed annually or sooner if required by changes in legislation or school needs.

Signed: ***Theresa Dunne***

Chairperson of Board of Management

Date: **10th September 2026**

Signed: ***Garrett Farrell***

Principal/Secretary to the Board of Management

Date: **10th September 2026**