

SCHOOL DUTIES POLICY

PURPOSE:

1. To ensure that the school environment is supervised by staff during school hours.
2. To promote playground harmony.
3. To observe and check that pupils play on, and use, playground equipment safely.
4. To supervise pupils arrival and departure from school.
5. To ensure that there is a staff member on hand to cope with playground accidents and problems.
6. To encourage a sense of pride by promoting litter free grounds and a cared for school environment.

OBJECTIVES:

1. A schedule of duties and duty areas will be drawn up and distributed to all staff. Duties will be shared equitably.
2. Duty Leaders will be responsible for ensuring that duties are carried out efficiently.
3. Each teams duty day will change each term.
4. Lunch duty teachers will do this duty from 12.30 - 12.45pm. Lunch areas are to be free of litter before dismissing pupils.
5. Duty teachers will circulate through their designated area; boundaries and out of bounds areas will be checked regularly. Most matters, including disruptive behaviour, will be dealt with immediately using counselling and mediation strategies and reported to the Deputy Principals if sufficiently serious.
6. In the event of suspected serious injury the duty teacher will seek further advice before moving the victim. Accident procedures will be specified in the First Aid Policy.
7. Teachers who know in advance that they will be unable to do a duty must arrange their own relief, or exchange duties with another teacher.
8. Relieving teachers will do duties for the absent teacher.