



POLICY REGARDING GROUNDS DUTY

AIM:

This policy is aimed at:

- the establishment of an effective system of grounds duty performed by educators and prefects in order to ensure the safety of learners before school and during breaks.

METHOD

- An overall grounds duty coordinator is chosen at a staff meeting at the beginning of the year.
- All educators and prefects are responsible for grounds duty.
- A school plan is developed to indicate where educators and prefects should do grounds duty.
- Educators and prefects should report at their respective duty points as soon as possible.
- Educators and prefects on duty should move around in their service area and not take up position in one place.
- Educators and prefects should be placed on duty on specific days when duty should be performed.
- A grounds duty convener should be appointed for each day of the term.
- Educators and prefects report to the ground's duty convener.
- The grounds duty convener should ensure that educators and prefects actually do their duty.
- If an educator is absent, the overall grounds coordinator should identify another educator to perform the duty.
- The grounds duty convener reports to the overall ground's duty coordinator.
- All grounds duty conveners meet once per month with the overall grounds duty coordinator to discuss grounds duty in general.



INJURIES

- All injuries should be recorded in the injuries register by the educator in whose service area the incident occurred.
- All necessary details regarding the incident should be recorded.
- The injured learner should be taken to the responsible first aid provider.

[illegible]

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

