



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Grounds Duty

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To establish an effective structure of grounds duty to be performed by educators and prefects in order to ensure the safety of learners during times when they are on the school grounds.

PROCESS

- A grounds duty co-ordinator is chosen at a staff meeting at the beginning of each year.
- All educators and prefects are responsible for grounds duty.
- A school plan is developed to indicate where ground duties should take place.
- Educators and prefects should report at their respective duty points as soon as possible.
- Educators and prefects on duty should not take up position in one place but move around in their designated area.
- A grounds duty convener should be appointed for each day of the term to whom persons on duty should report. The duty convener in turn reports to the overall duty coordinator.
- The educators and prefects report to the grounds duty convener who should ensure that duties are actually carried out.
- If an educator is absent, the overall ground coordinator is responsible for appointing a replacement.
- A monthly meeting should be held between all grounds duty conveners and the overall ground duty coordinator to discuss ground duties in general.

INJURIES

- All injuries should be recorded in the injuries register by the educator in whose service area the incident occurred.
- All details regarding the incident should be recorded.
- The injured learner should be taken to the responsible first aid provider.
- The following details should be included in the Injuries Register:
 - Date of injury
 - Name of Injured person
 - The Grade of learner
 - Details of injury (type, place and aid given)
 - Signature of assisting Educator

