

ISLAMIC EDUCATIONAL CENTRE

POLICY ON GROUND DUTY AND SUPERVISION OF ACTIVITIES

LEGISLATION

South African Schools Act, 84 of 1996

PAM G.N. 222 of 1999 published in Government Gazette No. 19767 dated 18 February 1999, as amended.

INTRODUCTION

Teachers at school are regarded 'in loco parentis', act on and behalf of parents they represent. Likewise, they are bound to demonstrate a duty of care that one would have expected from parents at large.

1. DUTY OF CARE 'WITHIN' THE SCHOOL

1.1 General Principles

The duty of care, suffice to say is the primary element of the supervision of learners in and out of school.

The relationship between school authority and learners provides the basis of such a relationship. While learners are on school premises, management and teachers owe learners a duty of care of general supervision concerning their physical safety and general welfare.

A child is in need of protection against the conduct of others, or indeed of himself, which may cause him injury when he is beyond the control and protection of his parent and the school teacher is in the position to exercise the authority over him and afford him/her, in the exercise of reasonable care, protection from injury.

The duty of care of the school authority is non-delegable. The duty is not discharged by merely appointing competent teaching staff and leaving it to the staff to take appropriate steps for the care of the children. The Principal or his nominee accepts the notion of accountability for the implementation of the programme of supervision of learners/

2. PLAY GROUND DUTY

2.1 Compulsory play-ground duty forms part of the duties of the teachers at the school.

2.2 Each week the teachers of a certain grade will be on duty.

2.3 The Head of Department will be in charge of the teachers on duty.

2.4 Duties of Head of Department : Ground Duty Control

2.4.1 The following areas are identified:

- The quadrangle, tuck shop, toilets and bathrooms
- The area in front of the classes
- Play grounds
- The area in front of the school
- Foundation phase play grounds

2.4.2 Do placements of teachers in these areas.

2.4.3 Handle all problems that may occur during his/her duty week, like injuries fighting, smoking, dangerous play, etc.

2.4.4 All injuries must be taken care off. (vide Health and Safety Policy)

2.4.5 If blood is visible during any injury, great care must be taken to avoid contact with blood. Wear rubber gloves, which is available in the office.

2.4.6 Teachers on duty are not allowed to visit the staff room before moving out to their duty points. They must be stationed from the beginning of break in their allocated areas.

2.4.7 Heads of Departments must report all incidents of fighting and injuries to the principal.

DUTY OF TEACHERS

2.5.1 VISIBILITY of teachers on the ground prevents many problems and incidents.

2.5.2 Teachers are on duty for the full duration of the break.

2.5.2 Supervision of learners and securing a safe environment is a priority at all times.

2.5.3 Learners must be warned against dangerous play.

2.5.4 Target specific learners who have the potential of straying from the norm.

2.5.5 Ensure that the immediate area under supervision is neat and clean. Insist on learners to pick up their refuse and cans when they return to class.

2.5.6 No learners are allowed outside the perimeter fences.

2.5.7 Be alert about fraternisation of any kind.

2.5.8 Be vigilant and watch out for smoking and the use of drugs.

2.5.9 When dangerous situations occur or certain potential dangerous areas are identified, the learners must be immediately removed from that area. (vide Evacuation Policy)

2.5.10 Staff on duty in the vicinity of toilets and bathrooms must do inspections regularly and must report breakages and water leaks.

3. SUPERVISION ON BUSES DURING ACADEMICAL, CULTURAL AND SPORTING ACTIVITIES.

3.1 There must always be a teacher on duty in any bus with learners leaving for an activity. (vide Policy on Excursions and Field Trips)

3.2 This teacher is also responsible when the bus arrives back at school to supervise the learners waiting for their parents to pick them up. The teacher is on duty until the last learner is gone. No learner should be left alone and unattended, especially in the night.

3.3 If the bus driver is irresponsible and drive in such a way that the lives of the passengers are in danger, it is the duty of the teacher on duty to talk and warn the bus driver. If he does not listen, you can order him to stop the bus, contact the company to send another bus driver.

4. SUPERVISION DURING FUNCTIONS

4.1 The teacher organizing a function where learners are involved must involve other teachers to help with supervision during functions.

4.2 Parents can also be involved in supervision, but cannot solely be responsible for the supervision of learners.

4.3 The type of function determines how many supervisors must be arranged to assist.

4.4 A few security guards should be arranged for functions with a history of problems caused by learners and outsiders.

4.5 Teachers on supervision should be of both genders.

4.6 Teachers on duty should be on the terrain the whole time until all the learners are gone. No learner should be left alone and unattended, especially at night.

5. SUPERVISION IN GENERAL

5.1 It is expected that all teachers would always be on duty when at school.

5.2 Even if teachers are not on duty, one cannot turn a blind eye to any of the above-mentioned situations.