

Durston House

Duties Procedures

Introduction

Owing to the split-site nature of Durston House, the number of Duties required to supervise the boys adequately is great. All teaching and some non-teaching staff undertake Duties at certain times during the week, according to the Duties Rota, which is established at the beginning of each school year, and updated, when necessary.

These procedures complement all relevant school policies and procedures found on the Durston House Operations Tree, including the **Pastoral Care** and **Safeguarding Policies**.

This procedures apply to all supervisory staff and all pupils at Durston House, including those in Reception (EYFS).

General Expectations of Staff on Duty

Staff are punctual to duties.

- Boys are not left unsupervised
- Staff on duty in different parts of the school allow sufficient time to arrive at the location before the duty begins

The **transition of duties**, from one staff member to another, should be seamless.

- A duty staff member does not leave the duty until the person taking over has arrived
- If no one turns up, the duty staff member ascertains, through the respective school offices, the whereabouts of the person taking over

Staff **move among the boys** whilst on duty, keeping all boys in sight.

Staff on duty at the **beginning or end of the day**, in all parts of the school:

- do not allow games or running around.
- make sure boys are properly dressed.
- oversee the sorting and tidying of storage areas and/or lockers, in Form Rooms, cloakrooms or West Corridor.

Staff on duty at **lunch time, whilst lunch is being eaten** (Lunchtime Supervisors, Teachers, School Assistants, Gap Students):

- remain in any assigned room or monitor closely any group of rooms designated.
- make sure that all Lunchtime Guidelines are followed by boys.

Castlebar Break

Staffing for Castlebar Breaks consists of a **Lead Teacher**, a trained **First Aider**, and at least one other member of staff. **The Lead Teacher** oversees staff tasks, as well as the behaviour of the boys. He/she makes sure boys and staff follow these procedures. The Lead Teacher is responsible for the implementation of all emergency procedures, and for holding emergency numbers in a mobile phone (see list below). At the end of break, he/she blows the whistle at the appointed time. **The First Aider** is responsible for the application of all First Aid.

Staff on duty are vigilant at all times and ensure that they have a clear view of the boys. There should be one member of staff positioned in each of the areas to be used. Social conversation, the use of mobile phones, eating and drinking are not appropriate when staff are on duty.

Owing to the age and size of the boys in Pre-Prep, staff on Pre-Prep break duty wear high-viz sashes to enhance safety, improving visibility for the public and making staff easily identifiable for the boys.

Beginning Castlebar Breaks

- Boys line up in pairs – **all duty staff assist**
- Boys are set off by the Lead Teacher
- Boys walk to Castlebar in pairs only
- Boys without partners go to the back of the line
- A member of staff is always at the front and back of the line at all times, with other staff spread throughout the line
- Boys cross the roads only at the direction of the member of staff, who guides them across the middle of the road
- Boys should be mindful of others using the pavements
- JSc, MSc and USc Boys enter Castlebar Field and walk behind the pavilion to the snack area, around the Mulberry tree

Ending Castlebar Breaks

- Boys stand still and stop talking when the whistle is blown by the **Lead Teacher – all duty staff assist in quietening boys**
- Boys listen to instructions and put away any equipment
- Boys move quickly to the lining up area – **all duty staff assist**
- Boys line up in pairs, ensure they are dressed properly and quieten down – **all duty staff assist**
- Boys are set off by the **Lead Teacher**, when considered ready to leave
 - For boys in MSc and USc there is no need to wait for the entire line to be sorted
- Boys walk in pairs only
- Boys without partners go to the back of the line
- A member of staff is always at the front and back of the line at all times, with other staff spread throughout the line
- Boys cross the roads only at the direction of the member of staff, who guides them across from the middle of the road
- Boys should be mindful of others using the pavements
- Years R-2 boys enter Pre-Prep by the front gate and go straight to the Form Room - **duty staff to accompany**
- Years 3 and 4 boys enter Junior School by the Longfield Walk gate and go straight to the Cloakroom – **duty staff to accompany**
- Years 6 and 8 boys enter Main School by the front gate and go straight to the Cloakroom or West Corridor – **duty staff to accompany**
- Years 5 and 7 enter Main School by the playground and go straight to the Cloakroom or West Corridor – **duty staff to accompany**

Play Areas to be Supervised

The Wood (to the left of the entrance gate) – Pre-Prep boys only

- Boys do not run or play with sticks
- The fenced area at the end of The Wood is out of bounds
- Boys do not to climb on top of the play house
- Respect is shown for the trees and saplings in The Wood

The Green (to the right of the Tennis Courts) and The Hump (behind the Tennis Courts)

- Staff monitor the behaviour of the boys in the Hump area at all times
- Staff ensure that boys do not attempt to cross any bordering fences, or throw equipment, sticks or stones into adjacent gardens
- Staff ensure that boys do not use balls against any bordering fences

The Tennis Courts and Field

- Appropriate equipment only is used and collected in at the end of break
- Staff spread themselves around both areas, monitoring behaviour

Please note that boys should not climb trees at Castlebar.

Wet Break

The decision about **Wet Break** is made by the **Lead Teacher**. Other duty staff and boys are informed.

The **Lead Teacher** assigns the duty staff to supervise the boys inside.

Essential Telephone Numbers

Emergency Services	999 or 112	Headmaster	07703 438377
Main School Office	020 8991 6530	Deputy Head	07912 277461
Junior School Office	020 8991 6460	Head of Co-Curriculum	07912 339026
Pre-Prep Office	020 8991 6450	Director of Studies	07912 277462
Bursar's Office	020 8991 6430	Head of Junior School	07912 277463
		Head of Pre-Prep	07912 380105

Evaluation of these Procedures

These Procedures will be evaluated biennially by the school, amended where necessary and approved by SMT.

<i>Created</i>	<i>September 2011</i>	<i>WM</i>	<i>Version 1</i>
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