



SUPERVISION POLICY

1. SUPERVISION DURING ACADEMICAL PERIODS

- 1.1 Clear class rules in connection with safety in the class room must be set. These rules must be thoroughly explained at the beginning of the year, especially in the cooking centres, computer study rooms, Life and Physical Science Laboratories.
- 1.2 Class rules must appear on the notice board of the class and learners must take note of it.
- 1.3 All teachers are responsible for his/her own learners in the class.
- 1.4 During academical periods no learners are allowed to be left alone in the class room. This indicates that the teacher can leave the classroom during academical periods.
- 1.5 If any injuries or accidents happen, the class teacher stays responsible for acting immediately, gives help and contacts the parents.
- 1.6 If any injuries occur while the teacher is not present in the classroom, you will be held liable for negligence.
- 1.7 If learners perform any activities outside the classroom, then the learners must be under permanent supervision.
- 1.8 Any potential dangerous apparatus, chemicals or resources must be locked away and out of reach of the learners.
- 1.9 When learners are using this potential dangerous apparatus or chemicals during practical sessions, it must be under very strict supervision.
- 1.10 Any broken or dangerous electricity points, plugs, apparatus must be reported immediately to be repaired. Specialized apparatus must not be repaired by the teacher, but by a specialist.
- 1.11 Broken windows / glass are always potentially dangerous and should be reported to be repaired.
- 1.12 If any fighting occurs in a class the teacher should immediately contact the grade guardian or deputy principal or principal.

2. PLAY GROUND DUTY

- 2.1 Compulsory play ground duty forms part and parcel 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 Grade Guardian will be in charge of the teachers on duty.
- 2.4 Duties of Grade Guardian
 - 2.4.1 The following areas were identified:
 - The quad, tuck shop and bathrooms
 - The area in front of the prefab classes
 - The area north of the laboratory
 - The area south of the laboratory
 - The area in front of the school hall and admin building
 - 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. Take the learner to the office and if need, contact the parents immediately to take the learner to the doctor or hospital.
 - 2.4.5 If blood is visible during any injury, great care must be taken to avoid contact with the blood. Wear rubber gloves, which is available in the office.
 - 2.4.6 Teachers on duty are not allowed to visit the staff room first to drink tea before moving out to do their duty. They must be from the beginning of break in their allocated areas.
 - 2.4.7 Grade guardians must report all incidents of fighting and injuries to the principal.
- 2.5 Duties of teachers

- 2.5.1 VISIBILITY of teachers on the terrain prevents many problems and incidents.
 - 2.5.2 Teachers are on duty for the full break and cannot go and sit in the staff room or their classrooms.
 - 2.5.2 Your duty is to do supervision over the learners of the school and to secure a safe environment for the majority of good learners of the school.
 - 2.5.3 Warn learners against dangerous play or stop it immediately.
 - 2.5.4 No general assistant is allowed to mow lawn during break or to leave a lawnmower unattended.
 - 2.5.5 Help to keep the area you are responsible for clean and neat. Tell the learners to pick up their papers and tins when they leave for class.
 - 2.5.6 No learners are allowed outside the palisade fences.
 - 2.5.7 Always apply the following rules in the Prospectus in your area.
 - Rule 7.3 Girls' appearance
 - Rule 7.6 Boys' appearance
 - Rule 7.7 General school uniform rules
 - Rule 8.2 Beginning and end of school day and break
 - Rule 8.3 Motors, motorbikes and bicycles
 - Rule 8.11 Neatness of terrain
 - Rule 8.13 Breaks
 - Rule 8.14 Boy-girl relationships
 - Rule 8.15 Smoking, liquor and drugs
 - Rule 8.17 School cases
 - 5.2.8 With any infringement the teacher should act according to the Code of Conduct in the Prospectus. Do not administer any punishment that cannot be justified.
 - 5.2.9 Serious infringements and all injuries and fighting must be reported to the grade guardian.
 - 5.2.10 When dangerous situations occur or certain potential dangerous areas are identified, the learners must be immediately removed from that area.
 - 5.2.11 Staff on duty in the quad at the bathrooms must do inspections regularly and must report breakages and water leaks.
3. SUPERVISION ON BUSES DURING ACADEMICAL, CULTURAL AND SPORT ACTIVITIES.
- 3.1 See Prospectus Rule 8.10
 - 3.2 There must always be a teacher on duty in any bus with learners leaving for an activity. If the bus leaving the city, the teacher will be remunerated.
 - 3.3 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.
 - 3.2 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 always organize other teachers to help with supervision during the function.
 - 4.2 Parents can also be involved in supervision, but can never be solely responsible for supervision.
 - 4.3 The type of function determines how many supervisors must be organized.
 - 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 in the night.
5. SUPERVISION IN GENERAL
- 5.1 We are all educators and therefor always on duty when we are at school.
 - 5.2 Even if we are not on duty we cannot turn a blind eye to any of the above-mentioned

situations.