

## GIFS DUTY OF CARE POLICY 2017-2018

### Purpose

Whenever a student-teacher relationship exists, the teacher has a special duty of care. This is defined as: “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risk of injury that the teacher should reasonably have foreseen.” As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise [that is, those that the teacher should reasonably have foreseen] and against which preventative measures could be taken.

Teachers have the responsibility of ‘Duty of Care’ for the children of Gyeongnam International Foreign School (GIFS) during school hours and if involved in after school activities, field trips, sporting events or any school activity on or off campus. This includes some specifically designated time during and after the school day, evenings, or weekends.

Each teacher is informed of their duty responsibilities.

It is vital that teachers are on time as it is their duty of care responsibility. Whilst carrying out recess supervision, teachers must be vigilant and mobile.

During lesson time, students should remain in their classroom under the teacher’s direct supervision. Teachers should avoid sending students during a lesson to collect print/photocopy jobs or stationery/equipment etc. by planning appropriately beforehand.

Students needing a restroom break must request permission from their class teacher. Students requiring items from their locker, library or elsewhere must collect them during allocated locker usage times.

### *Lunch Duty*

All staff supervising the cafeteria must check that students have selected food items that contain a mix of food groups: vegetables, protein and carbohydrates and that student food portions are of a reasonable size.

Students are expected to act with proper dining etiquette during lunchtime, which includes respect for the food choices of others and standard table manners. All students must clean up after themselves, including returning trays and disposing of personal trash.

Whilst on duty, all staff will:

- Diligently patrol their area.
- Interact with students.
- If injury occurs, students will be examined and accompanied to the office for first aid or urgent care.
- Children will use restrooms on the first floor as needed.
- Watch out for instances which could be bullying.

- Intervene when students are behaving in an unacceptable manner, including but not limited to:
  - Fighting/ Play fighting
  - Arguing/ Swearing
  - Littering/ Vandalism
  - Rudeness, especially to ancillary staff

### **Duty of Care in the GIFS Day:**

Duties are an important part of the school day and are there to ensure that all students have a safe environment in which to learn and grow.

### **School Days (Mon – Fri)**

- It is important to note that GIFS duty of care begins at **8:20** each morning and ends at **3:25**, with the exception of activity supervisors for specific after school pursuits. Outside of these times there is **no teacher supervision** and therefore **no duty of care**.
- Duty of care for **after school activities ends at 4:25**.
- GIFS' duty of care also ends at any point where a student **leaves our campus, unaccompanied by a member of GIFS staff**.
- Students taking our buses fall under our duty of care **until they depart the bus at their final destination**.

### **Special Events**

GIFS will provide duty of care for students staying behind after school for special events such as the Winter Concert, International Night etc. However, only students who have a signed permission slip will receive this supervision.

### **The GIFS School Day:**

<b>Time:</b>		<b>Staff on Duty</b>	<b>Area(s) to monitor/ patrol</b>
8:20 – 8:30	Students arrive	Vice Principal	Foyer, Library, Playground
8:30 – 8:50	Students move to homeroom class.	Advisors and Elementary teachers	Classroom areas, lockers, and hallways.
8:50 – 9:40	1 <sup>st</sup> Block.	Teachers	Classroom areas, lockers, and hallways.
9:40 – 9:45	Transition.	MS and HS staff.	Classroom areas, lockers, and hallways.
9:45 – 10:35	2 <sup>nd</sup> Block.	Teachers	Classroom areas, lockers, and hallways.
10:15 – 10:30	Elementary Morning Recess	Elementary Teachers	Playground area, field, hallways.
10:35-10:40	Transition	MS and HS staff	Classroom areas, lockers, and hallways.
10:40– 12:20	3 <sup>rd</sup> and 4 <sup>th</sup> Blocks.	Teachers	Classroom areas, lockers, and hallways.
11:55 – 12:20	Elementary Lunch	Teachers & Vice Principal	Cafeteria
12:20 – 12:45	MS and HS Lunch. Elementary Lunch Recess.	Office staff, Principal,	Cafeteria Playground area and field, and

		Teachers on duty	library
12:45 – 12:50	Transition.	MS and HS staff.	Classroom areas, lockers, and hallways.
12:50 – 1:40	5 <sup>th</sup> Block.	Teachers	Classroom areas, lockers, and hallways.
1:40 – 1:45	Transition.	MS and HS staff.	Classroom areas, lockers, and hallways.
1:45 – 3:25	6 <sup>th</sup> and 7 <sup>th</sup> Blocks.	Teachers	Classroom areas, lockers, and hallways.
3:25– 4:25	12 <sup>th</sup> Bell (long). End of the academic day. Early buses depart. ACA begins*	Office staff at buses. Teachers offering after school services. Activity supervisors.	Front gates (bus area). Classroom areas, lockers, and hallways. Gym and field.
4:25	End of after school program. Late buses depart.	Activity supervisors, Athletic Director.	Front gates (bus area).

\* Students sign up according to area of interest and/or CAS guidelines.