

Aldenham Policies

Welcome To Our School

2025/2026

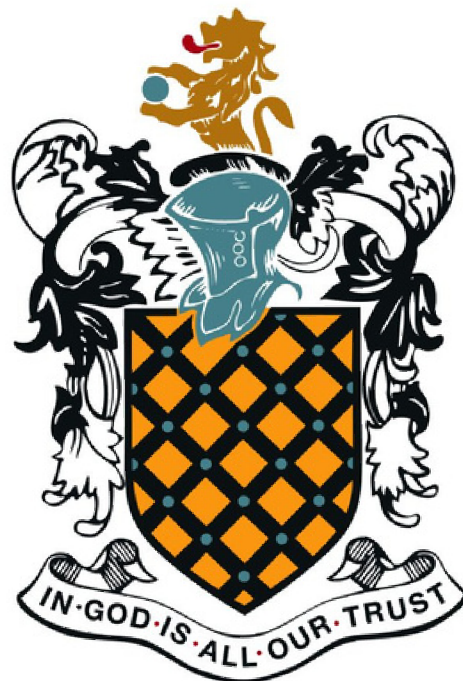


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Duty Policy

Main Purpose

- Safety and Wellbeing

The primary focus during break and lunchtime is the safety, wellbeing, and engagement of all students.

General Principals

- Active Supervision

Staff must actively monitor students to prevent accidents, inappropriate behavior, and exclusion.

- Positive Rolemodelling

Staff are expected to demonstrate respectful and professional behavior at all times, setting a standard for students to follow.

Expectations of Teachers and TA's

Before Duty

- Getting ready

- **Arrive a minute or two before** your duty in your designated area/post to ensure a smooth transition from lessons.
- Familiarize yourself with any specific needs of students (if applicable). For example, SEN awareness, allergies etc.
- Have a **whistle and high-visibility jacket** for each duty in the Orange Hall, Green Hall or in Zones.

- Personal Absence

- If you are absent on the day of your duty due to unforeseen circumstances, you **must inform SLT** if you have a duty so appropriate cover can be found.
- If you have a planned absence (ie medical appointment, meeting), you should seek to **swap your duty with another member of staff prior** to your absence so children are continually supervised.

Expectations of Teachers and TA's

During Duty.

- **Absence of other staff**
 - If you are on duty and a member of staff is not present according to the duty rota, your phone may be used to inform SLT, the relevant phase leader or to text the staff member. After this, your phone should be put away. Informing SLT should occur **no sooner than 5 minutes after your duty has started.**
 - If you are on duty and are waiting for someone to take over from you, **you must wait** for them to take over from you. You **cannot leave your duty** if no one else shows up. This is to ensure **constant supervision** of the children and is a **major** safeguarding problem if children are left unattended. In the event no one takes over from you, please inform SLT so they can sort the issue as soon as possible but please stay on duty until someone comes.

During Duty.

- Active presence
- Move around your designated area regularly to maintain visibility and engagement. Avoid clustering with other staff or prolonged stationary conversations.
- Phones should **not be used or seen while on duty** unless in exceptional circumstances (first-aid, duty cover)
- Engage with students as appropriate to foster a positive atmosphere and discourage negative behaviors.

During Duty.

• Monitoring

- Observe playground, sports, or communal activities for signs of conflict, exclusion, or unsafe play.
- Step in promptly and calmly to resolve disputes, encourage fair play, and promote an environment encouraging the **Aldenham Core Values/A8 initiative**.
- If you are in the dining hall, observe children's eating habits for pastoral problems, any friendship problems etc.
- Any pastoral concerns that arise while on duty should be noted and **reported promptly via Edunation, and to the DSL**. If you have no access to Edunation, please speak to your phase leader.
- Any behaviour issues are to be dealt with efficiently and, if needed, sanction according to the **Aldenham Behaviour Policy**. If an A8 is issued, please inform phase leaders.
- Although Sanctions are necessary, also encourage positive behaviours with housepoints.

• Injuries

- If a student injures themselves, you should send the student to the Nurse. Depending on the severity of the injury, **one** other student may accompany them.
- If an injury results in a student being unable to go to the nurse (mobility, faint etc), OR the injury is more severe please call a member of SLT/first aid immediately. You could also send a student to grab a nearby teacher while you wait.
- SLT contact details:
Anne-marie - +447934878453
Katie Tynes - +97470065073
Matt Aston -
Hina Khan - +447949005782

• Head/eye injury

- Although most injuries may only require the first aid kit, **always** send children to the nurse for **Head or Eye injuries** as further protocol must be carried out by the nurse.

• First Aid Kits

- A first-aid kit should always be nearby. If the kit is missing, please inform first-aiders via whatsapp or email.

First-aid box locations:

- Orange Hall
- Green Hall
- Front Desk/Reception

- **It is the first-aiders responsibility to inform the nurse of what items need to be replenished from the first aid kit bag.**

• When to call an ambulance

For an Ambulance:

997

Only call an ambulance when there is a medical emergency.

Medical emergencies include:

- Unconscious/unresponsive
- Not breathing/ irregular breathing (less than 2 breaths every 10 seconds)
- Struggling to breath
- Severe chest pain
- Severe loss of blood
- Severe burns/scalds
- Choking
- Seizures/concussions
- Severe allergic reaction
- Drowning

In the event that someone is **unconscious** and **not breathing normally**, call emergency services and then administer CPR: 30 compressions with 2 rescue breaths

Links to First Aid information:

[First Aid Documents on Teams](#)

Ending your Duty.

• Responsibility of Students

- Ensure children are collecting their belongings after break/lunch
- All children are responsible for the litter left behind
- Children should also put away any equipment used

• Lining Up and dismissal

If you have a duty during break or at the end of lunch, a member of staff should be responsible for blowing the whistle 5 minutes before the end of break. During this time, students collect belongings, pack equipment away and collect any litter.

After this, they will line up in their classes in the Orange/Green Hall. A member of SLT/phase will come to dismiss students.

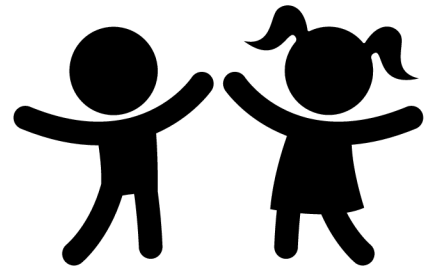
If you are a class teacher expecting students after break or lunch, you will need to collect them from the Orange/Green Hall after SLT dismissal to ensure students arrive in a timely manner and are supervised in between transitions.

Expectations of Students

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1. Wear correct Uniform – correct uniform as per our policy, no make-up, excessive jewellery, hair-tied back etc
2. Walk correctly on the stairs, corridors and around school buildings
3. Be prepared for lessons
4. Attend Assemblies in an orderly and respectful manner – behave with consideration for others and those presenting
5. Be respectful – treat others with kindness, no fighting, no answering back to adults
6. Behave appropriately in the lunchroom
7. No electronic devices to be brought from home including mobile phones/smart watches
8. Take pride in the school – no littering, classroom tidiness, toilets used appropriately

Expectations in the Green Hall



Be kind to each other

Do not leave without asking an adult

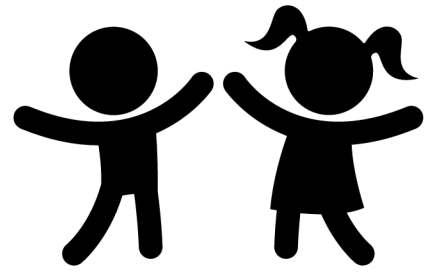
Look after play equipment

No Rough Play/fighting

Throw litter in the bin

Keep the Hall tidy

Expectations in the Orange Hall



Be kind to each other

Do not leave without asking an adult

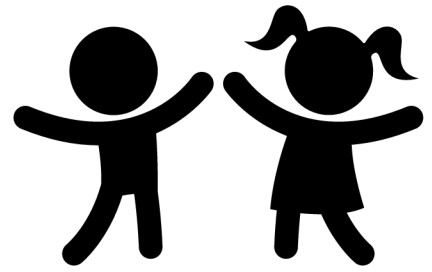
Look after play equipment

No Rough Play

No ball-substitutes i.e. paper, water bottles

Throw litter in the bin

Expectations in the Playground



Be kind to each other

Do not leave the area without asking an
adult

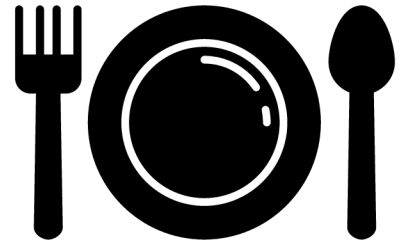
Look after play equipment

No Rough Play

Always make sure a Teacher can see you

Throw litter in the bin

Expectations in the Dining Hall



Stay seated while eating

Raise your hand if you need to leave your seat

Do not leave the area without asking an adult

Any food stays in the Dining Hall

Throw litter in the bin

Tidy up any litter/mess

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