

Title: Policy on Break Duty		Version/Revision	na
Approved: B Berkowitz (Chair)	Status: Final Draft	Date Approved	28/1/2020
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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

POLICY ON BREAK DUTY

This policy is underpinned by:

- The Child Safeguarding Policy (2018 edition by CIE)
- The Constitution of the Republic of South Africa 1996, Act No. 108 and the Bill of Rights contained therein.
- The South African Schools Act, 1996.
- Learner Discipline and School Management WCED 2007.
- Guidelines provided for NSC examinations by DOE and promulgated by the WCED
- The Code of Conduct for Learners (of Holy Cross High)
- AMENDED IN LINE WITH:
 - THE NATIONAL HEALTH ACT 61 OF 2003
 - THE DISASTER MANAGEMENT ACT 61 OF 2002
 - THE STATE OF EMERGENCY 64 OF 1997.
 - THE RECOMMENDATIONS OF WHO AND THE NCCC.

This policy should be read in conjunction with

- ***The Code of Conduct of learners***
 - The Code of Conduct may be viewed as the backbone of school discipline. It describes the rights and responsibilities of educators and learners. Moreover, it proceeds to define what constitutes misconduct or irregular behaviour. It is important to note that the School subscribes to a Catholic Christian Ethos and this is the “conscience” of the Code of Conduct of Learners for Holy Cross High School. Note that it is important to read the latest version as it reflects the nuances and novelties of our time and society.

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It is in the nature of our profession as educators to at all times act in the best interest of the child. Many times, negligence in our environment is due to omission instead of commission. This policy binds all educators at Holy Cross High School (Permanent, temporary, full or part time). Learner safety is a major concern for us and in this regard, we need to act accordingly when on grounds duty.

The following guidelines bind all at Holy Cross High School and as such become legally binding when an incident occurs during any time allocated as a break (time tabled or ad hoc)

1. Note when it is your day for break duty it refers to all breaks of that day (scheduled or ad hoc).
2. A roster will be incorporated in the school planning document, however at the behest of the principal any member of staff (Admin, support or teaching) may be allocated a supervisory role during a break.
3. Please report directly to grounds at the start of break, foregoing any visit to the staffroom.
4. Patrol the areas demarcated as St Francis Square, Mts Bernarda Square and St Clare Square.
5. Ensure your visibility and engage with student leaders who are also on duty.
6. While patrolling be alert for learners who are in the buildings or areas specified as out of bounds.
 - 6.1. Swimming Pool enclosure
 - 6.2. School Hall (unless an educator is present at a meeting with learners)
 - 6.3. Any classroom (unless an educator is present at a meeting with learners)
 - 6.4. The area adjacent to the principal and admin offices that border Coronation Road.
7. While on duty encourage (quite vigorously) learners to speak in English wherever they may revert to their preferred tongue.
8. At the end of break signal learners to go to their assembly areas for prayer and notices. Assist and remind student leaders in this regard.

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9. While patrolling please bring to the attention of the Safety committee any obvious (and hidden) hazards
 - 9.1. Broken windows
 - 9.2. Low hanging branches in busy areas
 - 9.3. Broken glass, or waste material which may cause physical harm
 - 9.4. Electrical connections of a seemingly damaged nature.
 - 9.5. Walk areas with slip hazards especially when wet
10. Any unknown person who does not have a School ID card must be reported to the office.
11. Under no circumstances are girls allowed to communicate with persons outside the boundary wall.
12. Any injuries need to be treated by the relevant staff indicated in the school safety plan. Where serious injury occurs remain with the injured learner and send for the first aiders via any learners present.
13. It is the responsibility of the educator to arrange with a colleague should they be absent or unable to attend to their break duty.
14. Omitting break duty is a serious transgression and when a serious matter arises, absence will not negate negligence.