

Goathland Primary School

“Believe you can: Together we will”



Teacher in Charge Policy & Procedure

Name of Document	Teacher in Charge Policy & Procedure
Date	March 2024
Author/Responsibility	Head teacher
Date of Adoption by Governing Body	19th March 2024
Method of communication	Website Paper copy in Policy file
Date of next review	March 2025

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Teacher in Charge Policy

Aims and Objectives

There will be occasions in all schools when the head teacher is not on the school premises. In such circumstances, the 'Teacher in Charge' is responsible for maintaining the standards and expectations of behaviour of both staff and pupils while the head teacher is away.

In rare circumstances, the head teacher and the nominated Teacher in Charge could be out at the same time. The role of 'Teacher in Charge' would then be delegated to another teacher, at the discretion of the head teacher. There must always be a 'Teacher in Charge' on the school premises, including lunchtimes.

The Role Includes:

- a) Responding to day-to-day issues that require immediate action. NB: This does not include any issues that can be dealt with by the Head Teacher later.
- b) Daily responsibility for **Health and Safety** (refer to policy). The Health & Safety officer is Donna Storey.
- c) **Fire Safety**: in the event of fire, the teacher in charge is the point of contact for the fire service.
- d) **Child Protection**: to follow the procedures as laid down in the Child Protection policy. If further advice is needed, contact the Emergency Duty Team on 01609 780780.
- e) **First Aid**: The Teacher in Charge is the identified First Aider (3 day trained). Katy Watson, Emily Clarke and Catherine Winter have Paediatric First aid. The teacher in charge will make a decision as to whether parents need to be contacted and the child sent home. In an emergency, if further immediate treatment (ambulance or hospital visit) is necessary, then **TWO** members of staff must always accompany the child and the parents asked to meet staff at the hospital. Details of any existing medical conditions are held in the school office.
- f) Decisions re **school closure**: in the event of exceptionally severe weather during the school day or other unforeseen circumstances, attempts will be made to contact the Head Teacher for a decision regarding closure. In the event of the head teacher not being contactable, the teacher in charge may make the decision to close the school – normal safety procedures to be followed. Details for Marion Sadler, LA Officer who should be informed for unavoidable school closure, are in the school office.

Parent refer- procedure

The teacher in charge will respond to parental concerns or queries that need an immediate response (only if they have not been successfully dealt with by the class teacher) and will refer all other matters to the head teacher. The teacher in charge may make an appointment for a parent to meet with the head teacher.

End of day

A nominated person must remain on site at the end of the day until all children have left the premises, been handed over to their adult or the member of staff is certain the children are safe.

Phone calls

The secretary should check messages left on the answerphone first thing in the morning. Any other calls will be answered by the teacher in charge in the secretary's absence.

Cover arrangements

If a member of staff is absent, the teacher in charge will decide whether a supply teacher needs to be contacted or if cover can be provided in-house.

Emergency Procedures

Refer to the School Incident File held in the school office (all staff should be familiar with this) and follow the School Emergency Evacuation Plan if necessary.

If in any doubt about any situation and the Head teacher is unavailable, the teacher in charge should consult with either the Chair of Governors or seek advice from another local school Head teacher or the School Improvement Adviser at the Local Authority:

Mr Nick Chambers (Chair of Governors)

07956423727

Mr Garry Johnson (headteacher at Lythe, Goathland and Gladstone)

07428039853