

GUIDELINES FOR RELIEVERS AND VISITING TEACHERS

Discipline and Behaviour

- As a relieving teacher, please establish clear expectations of behaviour and personal interactions with students.
- Children are expected to listen to the teacher and follow instructions straight away. *If they don't – one reasonable warning, then sent to principal or next senior teacher*
- For any instances of major non-compliance. [*Sent to principal or next senior teacher.*]
- Violence is not acceptable. *Remove child and inform principal or next senior teacher.*
- Playground Duty
 - *Always carry the restorative practice cue card when on duty. Follow discussion prompts.*
 - *Record serious instances of unacceptable language, non-compliance, putdowns, etc into the Guidance Folder in eTap.*
 - *Inform regular teacher or principal who will respond appropriately.*
 - *Establish an obvious presence in the playgrounds.*
 - *Serious injuries to be reported to staffroom – head injuries urgently.*
 - *Anaphylaxis Plan under staffroom whiteboard for children with bee-sting allergies*

Reviewed: 15/08/12