



Policy Document Title: The Role and Function of the Duty Head  
To be read in conjunction with: Health, Safety and Security Policy  
Updated: 10/25  
To be reviewed: 10/26

*\*This policy is available on the school intranet and website [www.stvin.com](http://www.stvin.com)*

The Duty Head is the senior member of staff nominated by the Headteacher to whom his authority is delegated outside of the normal school day (8.40 – 3.45pm)

The school requires such responsible people to be on duty, on a Rota basis, from Monday to Friday for 38 weeks of the year. The nominated duty head will also have support of the Headteacher who can be contacted in an emergency by mobile phone.

Currently members of SLT holding this responsibility are:

Monday    – Mrs. N Warburton  
Tuesday    – Mr. D Swanston  
Wednesday – Mr. L Green  
Thursday    – Mrs. N Warburton

Appropriate staff will be informed of any changes and which member of Senior Leadership Team will be on Duty, each night of the ensuing week. The board in reception indicates the Duty Head. The residential care group has on-call sleep-in staff and both groups are covered by the Waking Night Officer from 9pm – 7.30am. A security guard also patrols the outside of the premises between 5.30pm – 9.30pm on the evenings when the pupils are resident.

**Responsibilities of the Duty Head:**

- General leadership, staff support and decision making, having regard for all school policies.
- Liaison and support to staff, parents and external agencies. This will be achieved by the main school number being diverted to the mobile phone carried by the duty head. This diversion will be undertaken by the Office Manager when departing from duty at 5pm.
- Decision making, regarding emergency medical assistance and building maintenance.
- To ensure that fire prevention precautions are in operation.
- To ensure that all statutory records are kept with correct entries made in appropriate records books.
- To ensure that records of occurrences are relayed to the Principal.
- To monitor and ensure that night supervision of all pupils in residence is properly organized.
- To monitor and ensure that the buildings are kept secure.
- To be on call and available throughout the night to offer support and professional advice to sleep-in and all supervisory staff.