

DUTY ROSTER

Complete this form to identify adults (including escorting parents) allocated for supervision.

Shade out inapplicable sessions

Completion of this form will assist in providing evidence of steps you have taken to meet your duty-of-care responsibilities.

Please complete 2 copies and hand one copy to BIEEC on arrival.

This form will be reviewed by BIEEC staff on arrival

SESSION	DUTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	Pre-breakfast grounds					
	Breakfast prep & serving					
	Breakfast clean-up					
	Post-breakfast grounds					
	Morning break Breakfast prep / serving / clean-up					
Lunch	Lunch prep & serving					
	Lunch clean-up					
	Post- Lunch grounds*					
Afternoon	Afternoon break Breakfast prep / serving / clean-up					
	Afternoon grounds (incl. showers)					
	Dinner prep & serving					
Evening	Dinner clean-up					
	Post- Dinner grounds					
	Evening activities					
	Going-to-bed					

*If adventure playground is to be accessed ensure that an additional person is rostered on duty

DUTY	NAME
Principal	After hours contact
School First-aid #	
Medication	
Food Safety	

All BIEEC staff has first-aid qualifications and teaching staff & BSM are qualified in oxygen therapy and defib use (located in sick room)

Reviewed: School:

Reviewed: BIEEC: