Activity Eleven

The Registrar/Bursar of your school knows it is her responsibility to inform the support staff of the school's and education authority's procedures. Given that there is a new principal and significant change within the employing authority the changes are happening very fast. Each week, the registrar would issue a staff notice and place this in the pigeonhole of each support staff member. Beth, the Registrar/Bursar, anticipated that the staff would read and act of these requirements by ensuring changes in their work routines.

One Tuesday, a significant problem arose. One of the newer teacher-aides did not conduct her playground duties in the assigned area as recently directed by the principal. During this lunch, a young child was injured while playing in an unsupervised area. The child has been transported to hospital for treatment and the parent is anger over the injury. The principal now faces a very emotional parent as well as a threatened legal action over the incident.

1. Who could be at fault in this instance?
2. What could Beth have done to ensure all staff followed through with the changing requirements and responsibilities of support staff?
3. What preventative steps should the teacher-aide have carried out to avoid this situation?
4. Now that the incident has occurred, what records should be compiled as quickly and accurately as possible to deal with the possible legal action?

1. How do the schools you have worked in communicate changes to work practices, role responsibilities and accountabilities to its support staff?

Answer each of the above five tasks in a paragraph format. Ensure you use appropriate sentence construction, grammar and spelling.

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|  | When ready, email your response as an attachment to your trainer. |