

BUS MONITORS

OVERVIEW OF DUTIES

- The main duty is to help to maintain an orderly, safe environment. You must lead by example in this respect. Please make sure that you are familiar with the Code of Conduct.
- Be proactive in looking for children who may appear distressed or upset, and also for behaviour by pupils which are making other pupils uncomfortable. This may include name calling or excluding someone from a conversation. Please report any incidents to the relevant Heads of Year so that they can pass it on to the relevant Form Tutors.
- Please report any repeated breaches of the Code to the relevant Head(s) of Year.

IMPORTANT – NOTES FOR GUIDANCE

- Please only **request** pupils to follow the Code. This is best done with a quiet word in the first instance. If this does not work, then inform the driver at the next most suitable opportunity. Please also report the matter to the relevant Head(s) of Year.
- Adopt a non-confrontational approach. Keep your voice firm but quiet. Remind pupils that non-cooperation will be reported to the school.
- Most pupils will welcome being led by example. As a monitor you should not boss pupils about or, for example, always occupy the back seat!
- You will get 100% staff support if a pupil refuses to obey reasonable requests to behave or to carry out an instruction.

Any abusive behaviour towards you by other pupils should be reported to Mrs Cheer at the very first possible opportunity, either verbally or, if on the evening bus, by e-mail at icheer@lts.org.uk.

- **If you hear or see anything in the behaviour or language of a pupil which you believe might mean that the pupils is placing themselves or others in danger, please report it to Mrs Cheer**