**Evening Duty Checklist**

### **Evening Duty Checklist Instructions**

This checklist is designed to help boarding tutors ensure all essential evening duties are completed. Use this form each evening to maintain consistency and ensure student safety and wellbeing.  
Important:Complete all sections and report any concerns or incidents to the appropriate staff member immediately.

# **Evening Duty Checklist**

Basic InformationDate:Boarding House:Duty Tutor:Supporting Staff (if applicable):  
Pre-Dinner ChecksConfirm all students have returned from school/activitiesRecord any absent students and their whereaboutsAbsent Student Notes:Conduct quick house inspection for safety/cleanlinessCheck on student wellbeing (any visible concerns)Wellbeing Notes:  
Dinner SupervisionEscort students to dining hall (if applicable)Supervise students during dinnerEnsure dietary requirements are metMonitor behavior and social interactionsSupervise dismissal from dining hallDinner Notes:  
Study/Homework TimeEnsure study areas are prepared and suitableTake attendance at start of study timeProvide active supervision throughout study timeProvide academic support where neededMaintain quiet, focused study environmentConclude study time appropriatelyStudy Time Notes:  
Evening Recreation/Free TimeSupervise recreation areas and activitiesMonitor student whereabouts within permitted areasFacilitate any planned evening activitiesEncourage positive social interactionRecreation Notes:  
Bedtime RoutineGive bedtime warning (30 minutes before)Collect electronics (if applicable)Take final attendance/roll callConduct room checksEnforce lights outEnsure quiet throughout the houseBedtime Notes:  
Final Security ChecksCheck all external doors and windows are secureCheck common areas are tidy and secureTurn off unnecessary lightsCheck kitchen appliances are turned offSet alarm system (if applicable)Security Notes:  
Handover and ReportingHandover to night staff (if applicable)Complete any necessary incident reportsUpdate communication logNote any important information for next dayHandover Notes:  
Emergency ContactsHead of Boarding: [Insert Name and Number]Houseparent/House Master: [Insert Name and Number]School Nurse: [Insert Name and Number]Emergency Services: 911 or [Local Emergency Number]  
CompletionChecklist Completed By:Time Completed:Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Boarding Tutor Reference Guide | Evening Duty Checklist | Page 1 of 1This checklist should be completed each evening and filed according to school policy.

## **Basic Information**

Date:  
Boarding House:  
Duty Tutor:  
Supporting Staff (if applicable):

## **Pre-Dinner Checks**

Confirm all students have returned from school/activitiesRecord any absent students and their whereaboutsAbsent Student Notes:Conduct quick house inspection for safety/cleanlinessCheck on student wellbeing (any visible concerns)Wellbeing Notes:

## **Dinner Supervision**

Escort students to dining hall (if applicable)Supervise students during dinnerEnsure dietary requirements are metMonitor behavior and social interactionsSupervise dismissal from dining hallDinner Notes:

## **Study/Homework Time**

Ensure study areas are prepared and suitableTake attendance at start of study timeProvide active supervision throughout study timeProvide academic support where neededMaintain quiet, focused study environmentConclude study time appropriatelyStudy Time Notes:

## **Evening Recreation/Free Time**

Supervise recreation areas and activitiesMonitor student whereabouts within permitted areasFacilitate any planned evening activitiesEncourage positive social interactionRecreation Notes:

## **Bedtime Routine**

Give bedtime warning (30 minutes before)Collect electronics (if applicable)Take final attendance/roll callConduct room checksEnforce lights outEnsure quiet throughout the houseBedtime Notes:

## **Final Security Checks**

Check all external doors and windows are secureCheck common areas are tidy and secureTurn off unnecessary lightsCheck kitchen appliances are turned offSet alarm system (if applicable)Security Notes:

## **Handover and Reporting**

Handover to night staff (if applicable)Complete any necessary incident reportsUpdate communication logNote any important information for next dayHandover Notes:

### **Emergency Contacts**

Head of Boarding: [Insert Name and Number]Houseparent/House Master: [Insert Name and Number]School Nurse: [Insert Name and Number]Emergency Services: 911 or [Local Emergency Number]

## **Completion**

Checklist Completed By:  
Time Completed:  
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_