

DUTY AREA PROCEDURE

Updated: 2024
Review: 2027

Rationale

Our Duty supervision is a most important function undertaken by staff to ensure the safety of students, the care of the College and to maintain order.

The purpose of this procedure is to outline to staff Our Lady of Mercy College's duty supervision procedures, areas and expectations for the appropriate supervision of all students. It aims to ensure that staff understand their supervision and duty responsibilities.

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

Definitions

Duty of Care:

A school authority has a duty to ensure that reasonable care is taken of its students while they are on the school premises during the hours when the school is open and during school-related off-site activities. This duty is separate from the duty of care owed by each teacher. The duty cannot be discharged simply by appointing competent teaching staff and leaving it to them to take appropriate steps for the care of the students. It is a duty to ensure that reasonable steps are taken for the safety of the students. Neither the duty nor its performance can be delegated. (Commonwealth v Introvigne (1982) 15 Commonwealth Law reports 258).

College Buildings:

CM Centre – Catherine McAuley Centre	[1]
AC Centre – Angela Costello Centre	[2]
PH Centre – Placida Hayes Science Centre	[3]
UF Centre – Ursula Frayne Learning Commons	[4]
XR Centre – Xavier Read Centre	[6]
CT Centre – Champagnat Technology Centre	[7]

Principles

1. Staff timetables indicate which of the 22 duty areas (Map attached and displayed in the staff room as Appendix 1 – Duty Areas) on the school grounds that staff should cover at the indicated duty times. As the map is a two-dimensional representation of a three-dimensional situation, the table below assists staff in determining areas they need to cover when on duty.

2. All full-time teachers will be assigned duties fairly and equitably (refer to WA Catholic School Teachers Enterprise Agreement 2023).
3. A Part-Time Teacher's duty allocation will be in the same proportion to their teaching load as that of a full-time teacher.
4. The teacher assigned to duty supervision may be held responsible for serious neglect of duty if an accident occurred resulting in student injury and the staff member was not present or was inattentive.

Principles


Staff Expectations:

- Be on time and remain till the end of allocated duty time.
- Be visible to students by actively moving around the duty area. Wearing of high visibility vests is required.
- Engage with students in a positive manner and use the time to develop authentic relationships with the students they are supervising.
- Observe and maintain awareness of student behaviour.
- Encourage students to take responsibility for any litter and its responsible disposal, even encouraging students to pick up litter that may not have been theirs.
- Model sun smart awareness. Wear a hat when out in open duty areas.
- Should the staff duty area be a distance from the main buildings (e.g. Footy Oval or Basketball Courts), staff should have a mobile phone with them to enable easy contact with Student Services.
- Students are able to access lockers in the first and final 5 mins of break times in order to prepare for future lessons.

Student Expectations:

- Show Respect for the College environment by keeping areas clean at all times. Use bins provided and do not take food and drinks onto the ovals or basketball courts.
- Behave appropriately in line with the Mercy values.
- Move to lockers at least 5 minutes before the commencement of class.
- Practice Sun Smart practice by wearing a hat when in an open area.

Note that when recess and lunch are wet with significant rain, the Inclement Weather Procedure will be applied. Please click [here](#) for the Inclement Weather Procedure.





DUTY AREA DESCRIPTIONS			
Display Name	Location	Periods	Description
AC Centre [2]	AC Centre - Upstairs	Recess and Lunch	Duty staff to: <ul style="list-style-type: none">• Move through upstairs AC Centre, ensuring students aren't in the centre during break times.• Ensure students don't gather on the external AC staircase.• Ensure students responsibly use exterior AC toilets during break times.
AC Courtyard [2]	AC Centre – Downstairs and AC Courtyard	Recess and Lunch	Duty staff to: <ul style="list-style-type: none">• Move through downstairs AC Centre and courtyard between AC and UF Centres monitoring student behaviour.• Ensure students don't gather in the corridor between the AC Centre and exterior toilet block.• Ensure students responsibly use exterior AC toilets during break times.• <i>Use key from the Maths Staff office to temporarily lock exterior sliding doors and automatic door at west end of AC Centre. Doors to be unlocked in last 5 minutes of duty time and key returned to Maths Staff office.</i>
Basketball [9]	Outside Basketball and Volleyball Courts and Year 12 Common Room	Recess and Lunch	Duty staff to: <ul style="list-style-type: none">• Ensure students use this area in a safe and respectful manner.• Ensure that students are only on the courts once food or drinks are consumed.• Move students off the basketball courts in the 5 minutes prior to the first bell at the end of duty time.• Encouraged to take a mobile phone to the area due to its distance from Admin Centre.• Remind Year 12 students in Common Room to move on the first bell.



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BUS 1 [10]	Front of OLMC (West side) of XR Centre.	AM 8am to 8.25am	Duty staff to: <ul style="list-style-type: none"> Ensure students alight buses safely and move promptly into the College to start the day.
BUS 2 [10]	Front of OLMC (West side) of XR Centre.	PM 3pm – 3.50pm	Duty staff to: <ul style="list-style-type: none"> Be especially prompt when attending this duty. Ensure students wait in an orderly manner till their bus arrives. Ensure students board buses in a safe manner. Negotiate with other bus duty staff to ensure all of this area is supervised. Remain on duty till all students have been collected. <p>NB: Priority should be given to Year 11 and 12 students on the green Bunbury City Transit buses, followed by lower school students.</p>
BUS 3 [10]	Front of OLMC (West side) of XR Centre.	PM 3pm – 3.30pm	Duty staff to: <ul style="list-style-type: none"> Be especially prompt when attending this duty. Ensure students wait in an orderly manner till their bus arrives. Ensure students board buses in a safe manner. Negotiate with other bus duty staff to ensure all of this area is supervised. <p>NB: Priority should be given to Year 11 and 12 students on the green Bunbury City Transit buses, followed by lower school students.</p>
BUS 4 [10]	Front of OLMC (West side) of XR Centre.	PM 3pm – 3.30pm	Duty staff to: <ul style="list-style-type: none"> Be especially prompt when attending this duty. Ensure students wait in an orderly manner till their bus arrives. Ensure students board buses in a safe manner. Negotiate with other bus duty staff to ensure all of this area is supervised. <p>NB: Priority should be given to Year 11 and 12 students on the green Bunbury City Transit buses, followed by lower school students.</p>
Café Entrance Door [4]	UF Centre – downstairs Café	Recess and Lunch	Duty staff to: <ul style="list-style-type: none"> Be especially prompt when attending this duty. Students are unable to enter the Café without duty staff being present.



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			<ul style="list-style-type: none"> • Ensure students line up and enter the Café in a respectful, orderly manner. • Allow students to enter the Café in groups of 5 or 6, as previous groups leave.
Café Exit Door [4]	UF Centre – downstairs Café	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Be especially prompt when attending this duty. Students are unable to enter the Café without duty staff being present. • Encourage students to exit Café promptly once purchases have been made. • After the first 10/15 minutes of duty, move to assist the Front Lawn and AC/UF Courtyard duty teacher.
CM Centre [1]	CM Centre.	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Move through CM Centre Downstairs monitoring student behaviour. • Monitor upstairs student movement. • Students are able to use the Centre to access the toilets. • <i>Use key from the PA to Principal's office to temporarily lock 2 automatic doors at west and east end of CM Centre. Doors to be unlocked in last 5 minutes of duty time and key returned to Principal's PA's office.</i> <p>Note: * Year 11 students have access to CM Amphitheatre on Tuesday, Thursday, Friday lunchtime only. HOY 11 to assist with supervision.</p>
CT Centre [7]	CT Centre and surrounding courtyard areas, including four-square courts between CT and AC centres.	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Move through CT Centre and monitor student behaviour. Students are able to be in the centre to access the toilets. • Move through CT Courtyard and lawn area between PH and CT Centres and monitor student behaviour. • Ensure students are not at the rear (east) of the CT Centre. • <i>Use key from the CT Staff office to temporarily lock automatic door at north end of CT Centre. Doors to be unlocked in last 5 minutes of duty time and key returned to CT Staff office.</i>



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Detention UF6 [4]	UF Centre – UF 6 classroom	Mon – Thurs lunch	Duty staff to: <ul style="list-style-type: none"> • Have students sit quietly for lunchtime, allowing 5 minutes at end to prepare for period 6. No talking amongst students. • Mark those students present on SEQTA. • Send Direct Message to student, parent and staff member who issued detention indicating those students who did not attend. Copy to SEQTA for relevant student. Proforma provided by Director of Student Wellbeing. • <i>Temporarily lock north automatic UF door - near UF7. Door to be unlocked in last 5 minutes of duty time.</i>
Front Lawn & CM/UF Courtyard [5]	Lawn area in front of CM and UF Centres & courtyard between CM and UF Centres.	Recess and Lunch	Duty staff to: <ul style="list-style-type: none"> • Move about front lawn area and the courtyard between CM and UF Centres, monitoring student behaviour. • Ensure no ball games are played in this area. Students to move to oval or soccer if they want to play ball games. • Ensure students are not at the rear (north) of the CM Centre or in the bicycle/scooter area.
Inside the Gym [6]	Inside XR Centre – gymnasium	Lunch	Duty staff to: <ul style="list-style-type: none"> • Ensure students use this area in a safe and respectful manner. • Students only allowed into the gym once food or drinks are consumed. • Ensure only allocated year group is in the gym. Allocated roster is displayed on exterior Gym doors. • Ensure students are not congregating in gym corridor. • If trials are on, ensure spectators are out and monitor inside XR toilets/changerooms are being used in a respectful manner.
Learning Commons Upstairs [4]	UF1 Exterior Veranda East and West Stairwells	Lunch	Duty staff to: <ul style="list-style-type: none"> • Ensure students use this area in a safe and respectful manner. • Students only allowed into UF1 once food or drinks are consumed. No eating in the Learning Commons. • Students may <i>work quietly</i> on their device. • Students can access board and card games found in UF1. All equipment must be returned to its correct place prior to leaving.



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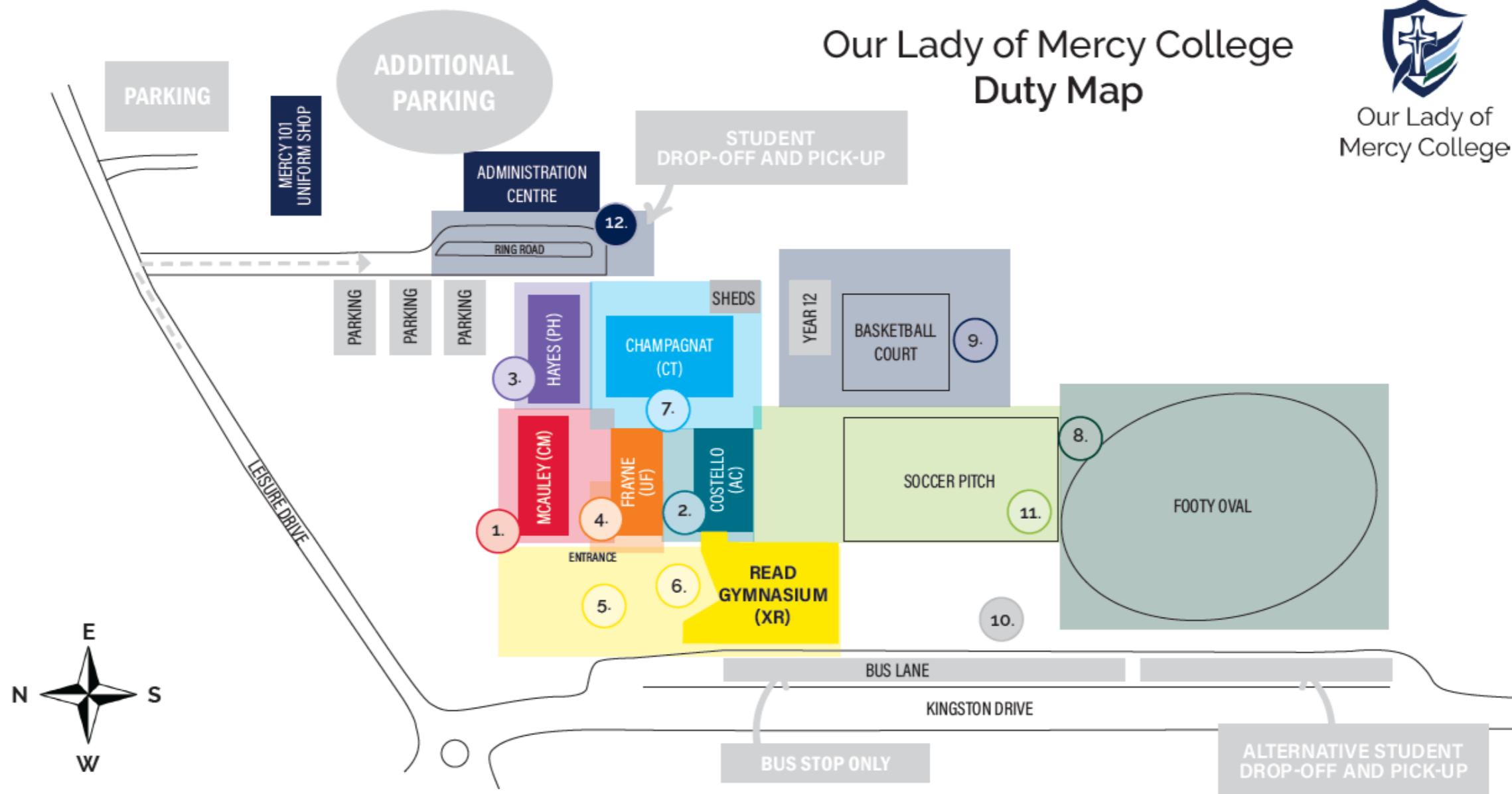
			<ul style="list-style-type: none"> • Ensure students are not congregating in stairwells. • Move students out of UF1 five minutes prior to the first bell at the end of duty time.
Oval [8]	Football Oval – Paris Road end	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Ensure students use this area in a safe and respectful manner. • Ensure no tackling takes place when ball games are being played. • Ensure students are only on the oval once food or drinks are consumed. • Encouraged to take a mobile phone to the area due to its distance from Admin Centre. • Move students off the oval in the 5 minutes prior to the first bell at the end of duty time.
Parent Drop - Off 1 [13]	Parent drop-off area near Administration Centre	AM 8am to 8.25am	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Ensure students exit parent or guardian’s vehicle safely and move promptly into the College to start the day.
Parent Drop - Off 2 [13]	Parent drop-off area near Administration Centre	PM 3pm – 3.30pm	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Ensure students wait in a safe and orderly manner till their parent or guardian arrives.
PH Centre [3]	PH Centre and surrounding courtyard area	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Move through PH Centre – downstairs and upstairs. Students aren’t to gather in the centre during break times. • Move through courtyard and lawn area between PH and CT Centres and monitor student behaviour. • Ensure students are not in the rear (north and east) of the PH Centre. • Ensure students responsibly use PH toilets during break times. • <i>Use key from the PH Science office to temporarily lock west-facing automatic door CM Centre. Doors to be unlocked in last 5 minutes of duty time and key returned to PH Science office.</i>
Soccer [11]	Soccer Pitch and Oval – near AC Centre	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Ensure students use this area in a safe and respectful manner. • Ensure no tackling takes place when ball games are being played.



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			<ul style="list-style-type: none">• Ensure students are only on the oval once food or drinks are consumed.• Encouraged to take a mobile phone to the area due to its distance from Admin Centre.• Move students off the soccer pitch and oval in the 5 minutes prior to the first bell at the end of duty time.
XR Downstairs [6]	Between XR and AC Centres, Front Bus area and around the fenced wetlands.	Recess and Lunch	Duty staff to: <ul style="list-style-type: none">• Move through area outside XR Centre, monitoring student behaviour.• Move through courtyard and lawn area between AC and XR Centres and monitor student behaviour. The corridor between AC Centre and AC toilets should not be where students gather.• Ensure students are not in the front (west) area of the XR Centre where buses park.• Ensure students are not gathering in or around exterior XR toilets/change rooms.
XR Upstairs [6]	Upstairs area XR Centre	Recess and Lunch	Duty staff to: <ul style="list-style-type: none">• Move through upstairs XR Centre and monitor student behaviour.• Ensure students aren't in the centre during break times.• Ensure students use exterior XR Upstairs toilets responsibly.• Ensure students do not gather on the XR west-facing exterior staircase.

Appendix 1 – Duty Area Map



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| 1. Catherine McAuley Centre & Courtyard (CM) | 5. Front grassed area | 9. Basketball, Volleyball and Year 12 Common Room |
| 2. Angela Costello Centre & Courtyard (AC) | 6. Gymnasium – Xavier Read (XR) | 10. Bus Pick-Up and Drop-Off |
| 3. Placida Hayes Science Centre (PH) | 7. Champagnat Technology Centre (CT) | 11. Soccer Pitch |
| 4. Ursula Frayne Learning Commons and Café (UF) | 8. Footy Oval | 12. Parent Drop-Off Administration Centre |

This map is for illustration purpose only. Not actual scale.