



# Good Shepherd Catholic School

— Lockridge —

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## DUTY POLICY

### Rationale

Yard Duty is a crucial obligation with significant Duty of Care implications. Where a teacher leaves their assigned duties or fails to attend punctually, it is a breach of their Duty of Care. A key role of the duty teacher is to promote actively a safe environment for all.

### Principles

1. Duty is a serious commitment and obligation that staff members are required to fulfil diligently, vigilantly and professionally.
2. Staff members must attend to their assigned duties punctually or confirm with the Admin of the appropriate alternate arrangements.
3. Failure to attend duty punctually may be seen as Misconduct, which may have serious consequences.
4. While on duty teachers are expected to be :
  - a. Vigilant
  - b. Mobile
  - c. Proactive in addressing issues
  - d. Endeavouring to provide the children with a safe environment
  - e. Proactive in ensuring that the school's rules and polices are followed
5. Duty teachers are accountable for their actions and/or inactions
6. The duty teacher is required to take responsibility for their duty area and implement the actions necessary to promote a safe environment for the students and themselves in accordance with the school's published policies and practices.
7. Punctual attendance to duty.  
Duty Teachers:
  - a. Are to respond to the bells punctually
  - b. Should not be affected by any other matter e.g. parental interviews
8. While on duty a teacher has an obligation to:
  - a. Be vigilant and proactive in providing the children with a safe environment
  - b. Enforce the school's polices and rules without prejudice or favour
  - c. Wear a hat and high visibility vest
  - d. Staff are not required to wear the vest outside if it is during teaching time
9. Whilst controlling traffic flow staff are required to wear the high visibility vest.

### Procedures

1. Teachers are required to be on duty from 8.30am until 3.15pm
2. Class teachers are required to open their classroom door and provide supervision from 8.30am each morning until the 8:40am bell.
3. Each morning the Principal or his delegate will be on morning duty from 8:30am until 8:50am:
  - i. The Principal or his delegate is to cover the morning crosswalk and then roam the outside areas ensuring that children do not access the play equipment or sports equipment.
  - ii. The expectations are as for other duties.
4. Duty Timetables/Rosters are published:
  - a. In the staff workstation – and should never be changed or altered by any unauthorised party

- b. Emailed to staff – which can be printed if teachers want a personal copy
5. Duty Teachers are required to:
- a. Address child and safety issues as they occur using appropriate questioning and investigative processes and by filling out a Duty Incident Report Form.
  - b. Distil child issues into those that require teacher intervention and those that do not, responding appropriately.
  - c. Know the duty areas and responsibilities prior to commencing duty
  - d. Carry the requisite items:
    - i. A school duty phone
    - ii. Clip board and pen
    - iii. Duty Incident Report Forms as attached to the clip board

The requisite items are delivered to the duty teacher by one of the Year 6 leadership teams. Two children from the class may also be sent to Reception for the items in accordance with accepted practice if they have not been delivered.
  - e. Ensure the return of the items at the end of the duty to the Year 6 group.
  - f. Avoid becoming engaged with a child or group of children to the exclusion of their duty obligations.
6. Seating arrangements:
- a. RECESS:
    - i. Students in Years 1 - 6 will sit in the Undercover Area supervised by the Undercover duty teacher. The courts teacher will also supervise the Undercover area until approximately half of the children are left, and then proceed to the courts duty area. The oval duty teacher and junior duty teacher will go straight to their areas to supervise students.
      - 1. Students remain seated while eating and raise their hand to identify that they have finished eating and wish to leave
      - 2. Duty teacher will check all areas are litter free prior to sending the children off to play
      - 3. Students are permitted to leave their 'eating spot' when free of litter and dismissed by the duty teacher
  - b. LUNCH TIME:
    - i. All students in Years 1 to 6 will sit on the rubberised surface, in the Undercover Area until the 12:50pm bell. All food and drinks, including ice creams, are to be consumed in the Undercover Area.
      - 1. Students are to remain seated
      - 2. The 'undercover' and 'courts' duty teachers supervise students in this area
      - 3. The 'junior' and 'oval' duty teacher will ensure that students are not on a verandah or in an unsupervised area for the 'eating period' of ten minutes by walking the verandahs and then returning to the Undercover area
      - 4. Students are to raise their hand to identify when finished eating and wish to leave. The duty teacher dismisses students after the area has been checked for litter
    - ii. The 'junior' and 'oval' duty teachers will move to their duty area, while the 'undercover' and 'courts' duty teachers supervise the students still eating
    - iii. When a third of students are left in the Undercover Area
      - 1. The 'courts' duty will move to their Duty Area
      - 2. The 'undercover' duty teacher will continue to supervise the students eating and those that remain in the undercover area
7. Play Areas
- a. The playground equipment between the Oval Duty Area and the Courts Duty Area is to be supervised by the Courts duty teachers
  - b. The Courts duty area is to be divided – Year 1 – 3 use the Netball Court and Year 4 – 6 use the Basketball court

8. Nature Playground – this area is to be supervised by the ‘Junior’ duty teacher as well as the Teacher Assistant rostered on for recess and lunch times. Any incidents that occur should be referred to the duty teacher in charge and dealt with accordingly.
9. Bells
  - a. The school currently has a three-minute warning bell at recess and lunchtime, during this time the Duty Teachers are to ensure all games stop and the children move quickly to the Undercover Area
    - i. The Undercover Duty Teacher uses the wireless microphone to take responsibility for the children as they assemble in the Undercover Area, until relieved by a member of the Administration Team at lunchtimes only.
    - ii. There is no line up after recess therefore the children go straight to their classroom / specialist classroom and line up waiting for the teacher.
  - b. While in charge at lunchtime the teacher will ensure:
    - i. a disciplined environment
    - ii. the children
      1. have a drink and go to the toilet
      2. check their uniforms are tucked in and their shoe laces are tied appropriately
    - iii. The Courts Area duty teacher ensures all children have moved to the Undercover Area, before returning to the Undercover Area via the Year 4W then Year 4B classrooms.
    - iv. The Oval teacher ensures the children from the Oval area and the Year 4W through Year 6W verandahs move promptly to the Undercover Area
    - v. The Junior Duty teacher ensures all children move from the junior playground to the Undercover area via the 3B classroom and through to the 1B classroom.
    - vi. The Undercover Duty Teacher stays in the Undercover area ensuring the children move quietly to line up in their class rows.
  - c. Upon completion of 10a and 10b Duty Teachers may leave the Undercover Area prior to the second bell.
  - d. The second bell is the start of teaching time; therefore, all teachers are to be in charge of their class punctually on the second bell.
10. Class Based Sports Equipment
  - a. Duty Teachers are to ensure that children do not establish games and/or goals near the perimeter or near the buildings.
  - b. Equipment that goes over the perimeter fence or onto the roof is to be left there and an Incident Report Form completed and returned to the Reception at the end of the duty.
11. Disciplinary Issues
  - a. The Duty Teacher is responsible for implementing the Student Behaviour Policy.
  - b. Where a resolution is not achieved by the completion of the duty, the Duty Teacher is to establish a suitable time to complete the process.
  - c. Which occur during non-class time is not the responsibility of the Class Teacher – although notification is a courtesy.
  - d. A Duty Incident Report form needs to be completed for all behavioural and first aid issues that occur during the duty period.
12. Hot Foods and/or drinks are not to be consumed in areas where children are or are likely to be - without warning.
13. The consumption of cold foods and/or drinks on duty is permitted providing:
  - a. The Duty Teacher attends the Duty Area punctually.
  - b. It does not distract from the assigned duties.
14. Changes to the published duty roster
  - a. Will be by mutual agreement between the teachers affecting the change
  - b. Are subject to the notification and approval of the Assistant Principal delegated responsibility for Duty prior to implementation

15. The school bells are run by an electronic clock, which mirrors the time displayed on the staffroom clock. Each teacher is responsible for ensuring his or her actions are reflective of that time.
16. Where a staff member notes a failure to comply with this policy they are required to notify the Principal or their delegate to enable appropriate investigation and actions to occur.
17. Where a duty teacher is not relieved punctually the Duty Teacher shall:
  - a. Remain until relieved.
  - b. Notify the Office or Assistant Principal or Principal via the school duty phone, so an appropriate resolution can be implemented.
18. Teachers are not to use private mobile phones during duty or teaching time.
19. All teachers are advised to have a reciprocal arrangement with a peer to cover their assigned duty area should an unforeseen event occur, i.e. emergency toilet run, urgent class issues.
  - a. This arrangement is for the unforeseen and not an operational norm.
  - b. Implementation of this arrangement is subject to:
    - i. A formal hand over of responsibilities occurs between teachers - which must be acknowledged. The formal hand over process can be verbal.
    - ii. Email notification to the Assistant Principal– which can be annual
20. The class teacher is responsible for taking their class to and from a specialist teacher's lesson. If another arrangement is agreed to, it is between the individual parties and subject to notification and approval of The Principal.

## WET WEATHER POLICY

### 1. Wet Weather Policy

- a. In the event of wet weather, the Principal, or their delegate:
  - i. Will announce the enactment of Wet Weather Policy, which requires all students (Year 1 – 6) to go to the Undercover Area
  - ii. The Undercover Duty Teacher will supervise children in years 1 & 2 in the undercover area
  - iii. The Junior Duty Teacher will supervise children in years 3 & 4 in the library
  - iv. The Courts Duty Teacher will supervise children in years 5 & 6 in the hall
  - v. The Oval Duty Teacher will walk the verandas to ensure all children have complied with the Wet Weather Practice/Policy.
  - vi. Following consultation with the Assistant Principal responsible for Duty matters or the Principal, the Oval Duty Teacher will determine when students may return to their nominated play area.
- b. In extreme weather conditions:
  - i. Will be declared by the Principal or their delegate in such an event all duty areas and rosters will be suspended.
  - ii. Following the declaration, adjoining class teachers will arrange to share the break equitably by sharing supervision of both classes
  - iii. Resumption of advertised duties will be determined and announced by the Principal or their delegate
- c. Children in Kindergarten and Pre-primary will return to their classroom

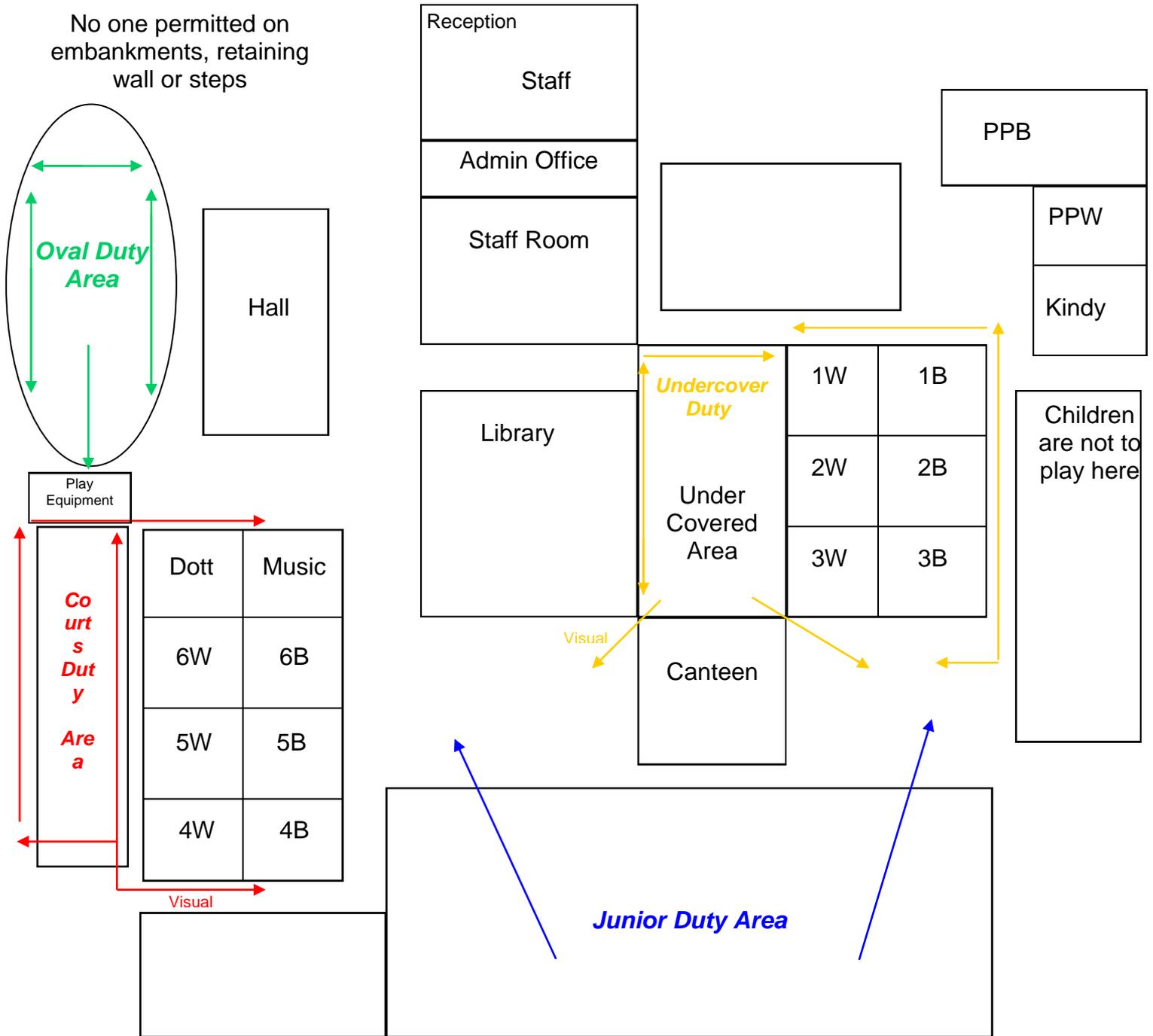
In the event of wet weather the Principal or the Principal/s delegate will announce over the school's PA system that the Wet Weather Practice / Policy will be enacted.

All students will go to the under covered area and be supervised by those rostered on at the time.

The teacher responsible for the nominated 'Oval' will determine when students return to their nominated play areas and announce it to the children and other duty teachers.

*This statement may be altered at the discretion of the Principal or the Principal's delegate.*

# Good Shepherd Catholic School Map



- Undercover Duty Area**
- Courts Duty Area**
- Oval Duty Area**
- Junior Duty Area**