Rationale:

Undertaking yard duty is a part of each teacher’s role and it requires each staff member to remain vigilant and to carry out the following specific duties responsibly.

Responsibilities:

During scheduled yard duty time, you are entirely responsible for the care and safety of students in the college. The degree of care and safety required of you for each student is that which a parent would exercise over a child. The fact that you might have the entire student population in your care, is (in one sense) legally relevant. Legally you are “in loco parentis” – in place of the parent. Provided you are on duty when and where you should be, and provided that you exercised all due and reasonable care, then DEECD will defend you. If you are not on yard duty as required, then you may be negligent in carrying out your duties.

In addition to this, you are also responsible for reporting and acting upon any injuries sustained by a student, or any student who is outside the college grounds without permission during school hours.

If you know beforehand of any commitments, which prevent you from doing yard duty, then it is your responsibility to arrange a replacement. If you cannot do this, then you should notify the Daily Organiser as early as possible.

Students wishing to leave college grounds must obtain permission from their Level Coordinator/Assistant Principal or have a signed note from their parent/guardian. On leaving and returning to school, students must record details in the Street Permission Book located at the General Office.

Reasonable Care:

Staff are expected to stop any activity which might reasonably result in injuries to students. Eg.

- Fighting or aggressive behaviour which might lead to fighting
- Throwing of stones, cans, sticks etc. or even balls if this is being done dangerously
- The use of sports balls in prohibited areas (eg near college buildings)
- Running on slippery surfaces, or in crowded areas (eg Locker areas, corridors etc)
- Playing with water
- Climbing up, into or out of buildings or trees
- Dangerous proximity to glass

This list is not exhaustive; common sense will be your best guide.
Staff should circulate regularly throughout the college grounds, along the route described below, watching for:

- Dangerous behaviours
- “fence talkers” (ask the person politely to leave the area and direct students to move away from the area). Report such instances to the Principal/Assistant Principal.
- Students near staff/student cars.
- Students in designated out of bounds areas
- Students (unsupervised) in classrooms or corridors.

Finally, ensure that College rules are obeyed, and damage or defacement of College property, teachers’/students’ property should be prevented.

**Types of Duty**

**Before School: (Mon – Fri: 8:45- 9:00am)**
This involves supervision of student safety around buses, in locker areas and around the yard.

**Recess:**
Teachers are responsible for the whole of recess (from the end of period 2 until the commencement of period 3) for monitoring the yard and corridors in particular.

**Lunchtime:**
Lunch is divided into two time slots. In the first half of lunch, you should pay particular attention to the locker areas. Ensure that rubbish is being placed in bins. Staff are also responsible for locking corridors. During the second half of lunch, a group of students are allocated to yard duty. These students report to the yard duty staff member who directs the students to clean up the yard. Staff may need to call up these students on the public address system; the names appear on the daily bulletin. Second half staff are also responsible for unlocking the corridors a few minutes before the bell.

Students are not permitted in classrooms (unless supervised by a teacher) or in the locker areas during lunchtime or recess.

**After School**
Pay particular attention to the safety of students around the bus area, locker area, and ensure that students do not ride bicycles/scooters/skateboards etc within the school grounds. Students leaving the college grounds on the north side must use the bike track at the back of the bus park. **Students are not permitted to ride through the bus area at any instance.**

**Inclement weather and use of corridors**
Inclement weather (wet/cold or hot/dusty) is defined by an announcement over the public address system, and lasts for only that break unless otherwise announced. Students may use the allocated space and must ensure that movement is kept to a minimum and that the area is kept tidy. Yard duty staff should ensure that corridors and rooms are carefully supervised during these instances.
Yard duty paths

Person one follows the orange route across the hockey field and front of the school, down through the bus park and around the tech wing, finally completing their circuit via the space between the tech wing and junior corridor.

Person two follows the green route across the front of the school and down between the junior and senior corridors to the year 7/8 locker bays and around to the senior lockerbay and back to the area between the junior/senior corridor and back up to the quadrangle.

Both staff members should periodically check the corridors and the toilets.

During the second half of lunch, one staff member should take a larger loop around the school while the other supervises the rubbish pick up. Rubbish pick up now includes a clean-up of the foyer area. Please accompany a couple of students to the foyer where they will be directed to wipe over the microwave, sandwich maker, tables and bench.

Person 3 is to remain in the foyer during the first half of lunch to supervise the students preparing and eating their food.

Appendix One – Map of college with routes marked.

**Evaluation:** This policy will be reviewed as part of the school’s three-year review cycle.

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<tr>
<th>Ratified by School Council</th>
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<tbody>
<tr>
<td>Signed:</td>
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