

DUTY AREA PROCEDURE

Updated: 2026
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 punctual 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 appropriate disposal, even encouraging students to pick up litter that may not have been theirs.
- Model sun smart awareness. Wear a hat when performing duties outside.
- 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 can access lockers in the first 5 mins to put away their books and collect their food and the last 5 minutes in order to prepare for future lessons.

Student Expectations:

- Show Respect for the College environment by keeping areas clean at all times by using the correct bin. Food and drinks are not permitted on the ovals or basketball courts.
- Behave appropriately in line with the Mercy values.
- Move to lockers in the last 5 minutes before the commencement of class.
- Practice Sun Smart practice by wearing a hat when outside.

Note that when there is significant wet weather or extreme heat during recess or lunch times, the Extreme Weather Procedure will be applied. Please click [here](#) for the Extreme Weather Procedure.

DUTY AREA DESCRIPTIONS

Display Name	Location	Periods	Description
AC Centre - Upstairs [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 responsible use of exterior toilets during break times. • <i>Use key from the Maths office to temporarily lock the upstairs exterior sliding door. The doors to be unlocked in last 5 minutes of duty time and key returned to HOY office</i>
AC Centre & 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 responsible use of exterior 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>
AC/XR Benches [1]	Rear (south) of AC Centre and East of XR Centre	Recess and Lunch	Duty staff to: <ul style="list-style-type: none"> • Ensure students use this area in a safe and respectful manner. • Move along these bench areas – rear of AC and east side of Gym, and monitoring student behaviour. • Ensure students are not sitting on the east XR stairs. • Ensure rubbish is being placed in appropriate bins. • Encouraged to take a mobile phone to the area due to its distance from Admin Centre. <p>Move students away from these areas in the 5 minutes prior to the first bell at the end of duty time.</p>
Basketball [9]	Outside Basketball and Volleyball Courts and Music 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 no tackling or rough play occurs.

DUTY AREA DESCRIPTIONS

Display Name	Location	Periods	Description
			<ul style="list-style-type: none"> • Ensure students are only on the courts once food or drinks are consumed. • Move students off the basketball courts 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.
BUS 1 [10]	Front of OLMC (West side) of XR Centre.	AM 8:10am – 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 3:00pm – 3:50pm	Duty staff to: <ul style="list-style-type: none"> • Ensure students wait in an orderly manner until 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. NB: Priority should be given to Year 11 and 12 students on the green Bunbury City Transit buses, followed by lower school students.
BUS 3 [10]	Front of OLMC (West side) of XR Centre.	PM 3:00pm – 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. NB: Priority should be given to Year 11 and 12 students on the green Bunbury City Transit buses, followed by lower school students.

DUTY AREA DESCRIPTIONS

Display Name	Location	Periods	Description
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. • 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	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. • Encourage students to exit Café promptly once purchases have been made. • Once lines have cleared from outside the Cafe, move to assist the Front Lawn and AC/UF Courtyard duty teacher.
CM Centre [1]	CM Centre	Recess and Lunch	Duty staff to: <ul style="list-style-type: none"> • Move through CM Centre Downstairs monitoring student behaviour. • Monitor upstairs student movement. • All students can use the Centre to access the toilets. • <i>Use key from the Learning Support 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 Learning Support office.</i> <p>Note: * Year 12 students have access to CM Amphitheatre and downstairs area each day of the week lunchtime only.</p>
CT Centre [7]	CT Centre and surrounding courtyard areas, including four-	Recess and Lunch	Duty staff to: <ul style="list-style-type: none"> • Move through CT Centre and monitor student behaviour. Students can be in the centre to access the toilets.

DUTY AREA DESCRIPTIONS

Display Name	Location	Periods	Description
	square courts between CT and AC centres.		<ul style="list-style-type: none"> • 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>
Detention [4]	CM Centre – CM16 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 5. 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 Deputy Principals.
Front Lawn & CM Courtyard [4 & 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.
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.

DUTY AREA DESCRIPTIONS

Display Name	Location	Periods	Description
Learning Commons (LC) 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. • Friday is only day devices are allowed to be accessed in UF1. • 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.
Football Oval [8]	Football Oval – Paris Road end	Recess and Lunch	Duty staff to: <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. • Keep an eye on the Soccer oval in case the duty teacher there needs support. • 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 8:10 to 8.25am	Duty staff to: <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	Duty staff to: <ul style="list-style-type: none"> • Ensure students wait in a safe and orderly manner till their parent or guardian arrives.

DUTY AREA DESCRIPTIONS

Display Name	Location	Periods	Description
<i>PH Centre</i> [3]	PH Centre and surrounding courtyard area	Recess and Lunch	Duty staff to: <ul style="list-style-type: none"> • Move through PH Centre – downstairs and upstairs. Students are not 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>
<i>Soccer Oval</i> [11]	Soccer Pitch and Oval – near AC Centre	Recess and Lunch	Duty staff to: <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. • Keep an eye on the Football oval in case the duty teacher there needs support. • 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.
<i>XR Downstairs</i> [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.

DUTY AREA DESCRIPTIONS

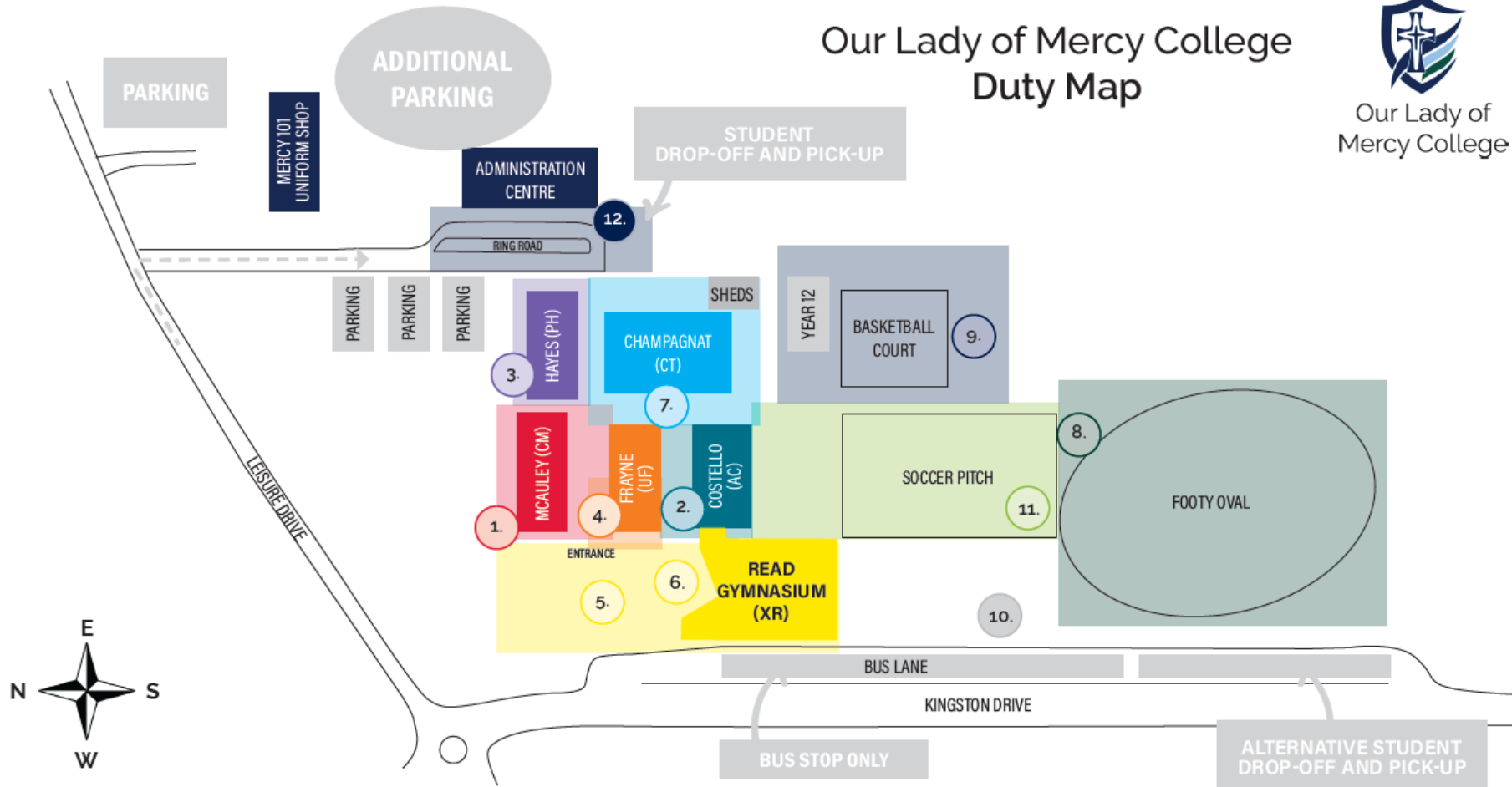
Display Name	Location	Periods	Description
			<ul style="list-style-type: none"> • Students wishing to play handball in the area must use a soft ball or tennis ball.
<p><i>XR Upstairs</i> [6]</p>	Upstairs area XR Centre	Recess and Lunch	<p>Duty staff to:</p> <ul style="list-style-type: none"> • Move through 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

Our Lady of Mercy College Duty Map



Our Lady of
Mercy College



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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.