

# YARD DUTIES

All VIT staff will participate in yard duties in various locations and of various types throughout the school. All owe a duty of care to those students and must take reasonable steps to reduce the risk of reasonably foreseeable harm to students. The number and duration of yard duties that you are allocated will vary depending on the number of VIT staff employed at the school at any one time, whether you are full time or part time, and whether you are a member of the leadership team. Most yard duties are split into two – first half or second half. Ensure you know which time you have been allocated on the Yard Duty Roster.

Please ensure that you do not take hot drinks out onto yard duty with you to avoid the possibility of spills from wayward balls etc. You must wear a hi-vis vest at all times. You must wear an appropriate hat in Terms 1 and 4 for sun protection. We ask that you be vigilant at all times whilst taking the opportunity to engage with the students and develop appropriate teacher-student relationships.

Student Leaders will provide a clipboard and First aid bag to the teacher on the first half yard duty for safe play, court yard, adventure playground, netball courts and oval, and will collect them at the end of the second half yard duty. Walkie talkies are provided for back to front office contact, however during COVID times we ask that you keep your mobile phone in your pocket and store the front office number (03 5782 1579) to make contact when required. Mobile phones are to remain out of sight unless contacting the front office. Appropriate medical assistance needs to be provided to a sick or injured student with items in the Medical bag. For serious injuries send the students to First Aid with a token or call for help. First Aid is to be administered according to your First Aid Training.

Responding to incidents and taking appropriate measures to follow up any incidents that have occurred is the duty of the person who the report was made to. All incidents need to be recorded on SIMON and the class teacher is to be informed.

Here are the descriptors of the various yard duties:

- **Front of school (one per timeslot)**  
Arrive at your designated time and stand on the concrete crossing on the internal road between the front of the school and the front fence near the road crossing. You are to ensure that students and families are able to cross the internal road safely. Prioritise the pedestrians by stopping any vehicles on the internal roadway until the pedestrians are clear, and then beckon the vehicle through whilst standing to the side to block pedestrians entering the crossing.
- **Netball Court Carpark (one per timeslot)**  
Collect the STOP sign from the internal cupboard in the front foyer. Arrive at your designated time and stand on the crossing between the concrete path and the gate. Prioritise the pedestrians by stopping any vehicles until the pedestrians are clear, however if there is a bank of cars allow for cars to move through the road way.
- **Safe play (one per timeslot)**  
Arrive at your designated time and rove around the safe play space, being vigilant of students in all spaces, including on the veranda outside the Engine Room.
- **Court yard (one per timeslot)**  
Arrive at your designated time and rove around the court yard space, being vigilant of students in all spaces, including the undercover spaces outside the front office and the Year 5/6 toilets, as well as the canteen window at lunchtime.

- **Adventure Playground (one per timeslot)**  
Arrive at your designated time and rove around the adventure playground space, being vigilant of students in all spaces, including in the sand pit and the wooden huts.
- **Netball courts (one per timeslot)**  
Arrive at your designated time and rove around the netball courts, being vigilant of students in all spaces. This also includes the area outside the netball courts leading to the adventure playground and up to the oval
- **Oval (two per timeslot)**  
Arrive at your designated time and rove around the oval, being vigilant of students in all spaces, including under the trees near the church, in back corners near Assumption College, and particularly around the water tanks and shed.
- **Transfer Bus (one per timeslot)**  
At 3:15pm please immediately go to the bus shelter on the opposite side of Conway Street to the school (southbound). Please supervise the students getting onto the bus ensuring they are seated and not moving around on the bus. At 3.25pm you need to board the bus and travel to Assumption College with the students. On arrival, please get off the bus and supervise the students as they transition to the various other buses in the ACK bus loop. There will be some students that remain on the transfer bus, as it transitions into a bus service.
- **Bus club (one per timeslot)**  
As per court yard. Arrive in the courtyard at 3:30pm and supervise these students who are awaiting a later bus and need to be supervised until the bus duty staff arrive to take them to the bus shelters at 3:45pm. No student is permitted to play on the adventure playground at this time.
- **Buses (two per timeslot)**  
Arrive in the courtyard at 3:45 and blow your whistle and the children line up outside of the Science room. One teacher will take the Broadford, Wallan West and Beveridge bus students to the bus shelter across the road heading south. The other teacher will take the Pyalong students to the bus stop on the same side as the school (northbound), and this bus should leave first.

# YARD DUTY AREAS

