

DUTY OF CARE

October 2017

INTRODUCTION:

Principals and teachers are held to a high standard of care in relation to students. The duty requires Principals and teachers to take reasonable steps to minimise the risks of reasonably foreseeable harm including;

- Ensuring the school complies with the seven Child Safe Standards (see Child Safe Standards)
- Provision of suitable and safe premises
- Provision of an adequate system of supervision
- Implementation of strategies to prevent bullying
- Ensuring that medical assistance is provided to sick and injured students
- Managing employee recruitment, conduct and performance

PURPOSE:

This policy is in place to ensure that;

- Staff have an understanding of their duty of care and operate in a manner that does not compromise their legal obligations
- Adequate and appropriate supervision of students is provided at all times

IMPLEMENTATION:

1 Staff Responsibilities

- a The Principal is responsible for administering arrangements for supervision of students as are deemed necessary according to the circumstances of the school.
- b The Principal is responsible for informing staff of their Duty of Care through provision of a copy of this policy at the start of the school year and during induction of new staff.
- c Teachers are responsible for carrying out their assigned supervisory duties in such a way that ensures students are, as far as can be reasonably expected, protected from injury. Teachers are therefore required to;
 - Arrive on time to yard duty responsibilities and teaching sessions
 - Adequately supervise students lining up outside classrooms after breaks
 - Intervene to protect students from bullying or dangerous play
 - Seek approval to leave the school during the day and sign out when leaving
 - Ensure students in their care are actively supervised at all times. Teachers must not leave a class unsupervised or in the care of ancillary staff, voluntary staff, parents, trainee teachers or external providers at any time (At law, the Duty of Care cannot be delegated)
 - Report incidents relating to the Mandatory Reporting guidelines
 - Use discretion when allowing students to leave the classroom during sessions for any reason
 - Supervise orderly movement of students around the school
- d Teachers need to be aware that their duty of care is not confined to the geographic area of the school, or to school activities occurring outside school. The duty also applies to situations before or after school where a teacher can be deemed to have 'assumed' the teacher/pupil relationship. Teachers have a concurrent duty of care to protect students from harm that is reasonably foreseeable outside the school environment.
- e Teachers must only provide advice that is correct and in line with the most recent available statements from institutions or employers. In addition all advice must be within their professional competence.
- f Non-teaching staff have a duty of care and must intervene by either requesting students cease dangerous behaviour or seeking assistance from a teacher.

2 Supervision Before and After School

- a Two staff members are on yard duty from 8.45am to 9.00am. Parents are reminded frequently that students should not be in the school grounds prior to 8.45am.
- b After school supervision is provided at both school exits (Carrick Drive and Gaynor Crescent) from 3.30pm to 3.45pm.
- c Students are not to play on playground equipment before and after school.
- d Parents/carers will be informed of the arrangements for supervision before and after school each year.
- e Students not collected after school by 3.45pm will be directed to wait in the school office area and parents will be contacted.
- f The school office area is not to be used as a waiting area. Parents/carers of students regularly requiring supervision in this area will be required to access Out of Hours School Care.

3 Supervision at Lunch and Recess Breaks

- a Teachers will supervise students during lunch and recess breaks on a rostered basis.
- b Areas for supervision will be designated to ensure coverage of the entire playground.
- c Teachers will wear fluroscent vests, carry a basic first aid kit and have access to a mobile phone while on duty.

4 Late Arrival and Early Dismissal

Punctuality is extremely important. School programs start on time and the late arrival of students interrupts the learning of other students. In addition, students are expected to be at school for the entire school day. Appointments should be made outside of school hours.

- a Students arriving at school after the 9.00am bell are required to attend the office where they will be given a 'late pass' to hand to their teacher.
- b When it is necessary for a student to leave school early, parents/carers are required to attend the school office to inform the office staff and complete an early dismissal form. Students may only be collected by a parent/carer or a person authorised by the parent/carer. Identification will be sought if staff are not familiar with the person collecting a child.

5 Unauthorised Departure from School

When a student departs from school without authorisation, the parent/carer will be informed as soon as possible. Where there is a reasonable concern for the student's safety or the safety of others, immediate contact will be made with the Police and the Department's Emergency and Security Management Branch (9589 6266).

RELATED POLICIES DET:

Child Safe Standards
Personal Liability of School Employees
Risk Management
Portable First Aid Kits

