



Endorsed by School Council:  
Feb 2022

Review: Feb 2025

## DUTY OF CARE POLICY



If you need help to understand the information in this policy, please contact the school office on 93064144.

### Purpose

The purpose of this policy is to explain to our school community the duty of care obligations that all staff at Glenroy Central Primary School owe to our students and members of the school community who visit and use the school premises.

“Duty of Care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Staff at our school understand that school activities involve different levels of risk and that it owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury. Particular care may need to be taken to support younger students or students with disabilities. It also owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the school while the child is under the care, supervision or authority of the school.

Our school understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises. School staff, parents, carers and students are encouraged to speak to the Principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

### Implementation

The following instructions and arrangements for student supervision are to be administered and followed by all staff to ensure the duty of care owed to our students:

#### Learning Community Supervision

- At no time are students to be left unsupervised. (This includes before and after school, lunchtimes and recess breaks)
- It is not appropriate to leave students in the care of ancillary staff, parents or preservice teachers (the duty of care cannot be delegated)
- It is not appropriate to leave students in the care of external education providers for example incursions (the duty of care cannot be delegated)
- No student is to be left unsupervised as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague or to the Principal or Assistant Principal. The teacher, Principal or Assistant Principal is to be contacted first to alert them that the student is on their way.

#### Movement of Students

- Extreme care needs to be taken in allowing students to leave an area for any reason
- Use of students as monitors outside an area during learning time must only occur with the approval of the Principal or Assistant Principal
- Utmost discretion is to be used when allowing students to visit the toilet during learning time.

### **Yard supervision**

- Playground supervision is an essential element in teachers' duty of care
- Teachers rostered for yard duty are to attend the designated area at the time indicated on the roster and at the sounding of the appropriate bell
- Teachers on yard duty are to remain in the designated area until the bell signals the end of the break period, or until replaced by the relieving teacher, whichever is applicable
- The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office, but not leave the area until replaced
- No changes to the yard duty roster are to be made without the approval of the Principal or Assistant Principal. If a teacher rostered for duty is to be absent due to an excursion, sport event etc, the Assistant Principal will arrange a swap. Once a swap is arranged the details will be placed on the staff bulletin.

### **Incursions, Excursions and Camps**

- An incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities
- An excursion outside the school requires teachers to fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care
- Camp activities require teachers to fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines
- A roll must be marked prior to students leaving the school
- Students are to be counted on and off transport and at other times on a regular basis, whilst on excursion or on camp activities
- The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. Copies of this material will need to be supplied to the Administration Team
- Arrangements will be made for students not attending to continue their normal program at school under supervision of another teacher
- The teacher in charge or designated teacher of an excursion or camp will have a mobile phone and be contactable by the school
- A first aid kit must be taken on all camps and excursions
- If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted, and a senior staff member will remain at school until they arrive
- If crossing roads, students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and an orderly crossing. Other staff should control the flow of students across the road.

### **External Providers**

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers.

### **Further Information**

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Tree maintenance
- Grounds maintenance
- Student private property
- Child Safe Standards
- External providers
- Emergency Management
- Volunteers / Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

### **Communication**

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as a link in school newsletter
- Made available in hard copy from school administration upon request

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.