



# DUTY OF CARE POLICY

## Rationale:

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

## Definitions:

“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.

## Aims:

Our school has developed policies and procedures to manage common risks in the school environment, including but not limited to:

- *Yard duty and Supervision*
- *Bullying Prevention (Trust & Safety Policy)*
- *School Camps*
- *School Excursions*
- *First Aid*
- *Anaphylaxis*
- *Asthma*
- *Care Arrangements for Ill Students*
- *Child Safe Standards*
- *Emergency Management*
- *Volunteering*
- *Working with Children and Suitability Checks*
- *Mandatory Reporting*
- *Occupational Health and Safety*

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also 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.

For further information, please visit the Department School Policy and Advisory Guide: [Duty of Care](#).

### **Implementation:**

#### ***General Duty of Care***

1. Although the general duty is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve providing adequate supervision in the school or on school activities as well as providing safe and suitable buildings, grounds and equipment.
2. A teacher's duty of care is not confined to the geographic area of the school, or to school activities, or to activities occurring outside the school where a student is acting on a teacher's instructions. The duty also applies to situations both before and after school where a teacher can be deemed to have 'assumed' the teacher pupil relationship.
3. Quite apart from Mandatory Reporting requirements, a teacher has a concurrent duty of care to protect a student from harm that is reasonably foreseeable. A breach of this duty of care may lead to legal action being taken against the individual teacher or teachers concerned. A breach of this duty of care will be established if a teacher or principal failed to take immediate and positive steps after having acquired actual knowledge or formed a belief that there is a risk that a child is being abused or neglected, including sexual abuse.
4. The teacher's duty of care is greater than that of the ordinary citizen in that a teacher is obliged to protect a student from reasonably foreseeable harm or to assist an injured student, while the ordinary citizen does not have a legal obligation to respond.
5. Whilst each case regarding a teacher's legal duty of care will be judged on the circumstances that occurred at the time, the following common examples may be times when a teacher has failed to meet their legal duty of care responsibilities to their students:
  - a. *arriving late to class or leaving a class early*
  - b. *arriving late to scheduled timetabled yard duty responsibilities*
  - c. *failing to act appropriately to protect a student who claims to be bullied*
  - d. *believing that a child is being abused but failing to report the matter appropriately*
  - e. *being late to supervise the line up of students after the bell has sounded*
  - f. *leaving students unattended in the classroom*
  - g. *failing to instruct a student who is not wearing a hat to play in the shade*
  - h. *ignoring dangerous play*
  - i. *leaving the school during time release without approval*
  - j. *inadequate supervision on a school excursion*
  - k. *failing to report (based on a reasonable belief) any adult collecting a child who is intoxicated or under the influence of drugs.*
6. Staff members are also cautioned against giving advice on matters that they are not professionally competent to give (negligent advice). Advice is to be limited to areas within a teacher's own professional competence and given in situations arising from a role (such as careers teacher, year level coordinator or subject teacher) specified for them by the principal.
7. Teachers must ensure that the advice they give is correct and, where appropriate, in line with the most recent available statements from institutions or employers. Teachers should not give advice in areas outside those related to their role where they may lack expertise.

### ***Risks to students outside the school environment***

1. Legal cases establish that a teacher's duty of care does not start nor end at precise times during the day. The approach generally taken is that a teacher's duty applies irrespective whether the risk occurs in or outside the school environment. However, the important issue in all cases will be whether the school took **reasonable steps** to protect the student from the risk.
2. Risks outside the school environment may sometimes call for immediate and positive steps by a school depending on the age of students, urgency and threat of injury. Consider for example, if a live power line came down outside the school, no emergency workers had arrived, and primary children are about to be dismissed to walk home. No school would allow the children to walk out to that danger unsupervised.
3. There will be a number of other situations where the school will be under a duty to take reasonable steps. In some instances, the school's control over the activity may require it to take more active measures to satisfy the requirement that it take reasonable steps. For example, a known bully on a school bus may require the school to suspend or refuse to transport the bully. In other instances, the school may not control the activity, and the reasonable measures available to it will be limited. For example, fights at a local train or bus stop between students from rival schools may involve informing the police, contacting the other school to implement preventative measures, and notices to parent/guardians and students.
4. While students are generally free to move around the buildings and work independently in break out spaces and designated study areas they must be under adult supervision at all times.

### ***Staff are responsible for their students at all times***

(The following instructions and notices **apply to all staff**)

#### ***Classroom Supervision***

1. Staff must **not** leave the classroom unattended at any time during a lesson.
2. It is **not** appropriate to leave students in the care of ancillary staff, parent/guardians or trainee teachers (At law, the Duty of care cannot be delegated)
3. It is **not** appropriate to leave students in the care of external education providers for example incursions (At law, the duty of care cannot be delegated)
4. In **an emergency situation** use the red card system to request assistance from the Principal or contact the teacher in the next room. (if appropriate – send another student for assistance)
5. **No student** should be left unsupervised **outside the classroom** as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal **is to be contacted first** to alert them that the student is on their way.

#### ***Movement of Students***

1. Care needs to be taken in allowing students to leave the room to work in other areas of the school.
2. Use of students as monitors outside the room during class time must only occur with the approval of the Principal.

3. Discretion is to be used when allowing students to visit the toilet or the Resource Centre during class time.

### **Yard supervision**

1. Yard supervision is an essential element in teachers' duty of care. It is now clearly established that in supervising students, teacher's duty of care is one of positive action.
2. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
3. Be aware that yard duty supervision within the school requires the teacher to fully comply with Department guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities. Teachers are also expected to follow school policy whilst on yard duty.
4. Teachers rostered for duty are to attend the designated area at the time indicated on the roster.
5. Teachers on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.
6. 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**.
7. No changes to the yard duty roster are to be made without the approval of the Principal.
8. Be alert and vigilant -intervene **immediately** if potentially dangerous behaviour is observed in the yard - enforce behaviour standards and logical consequences for breaches of safety rules.
9. Staff should always be on the move and highly visible (wearing high visibility vests).

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

1. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
2. Be aware that an incursion with an external provider, (ie- another school, registered training organisation or an organisation not registered as an education and training provider-eg: visiting performance providers) 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.
3. Be aware that camps and excursions outside the school require the teacher to fully comply with the Department guidelines and bring with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
4. Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere to the Department guidelines.

5. Be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion, sporting events, extra-curricular or camp activities.
6. The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. A copy of this material will also be kept at school. The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone and a first aid kit.
7. Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.
8. 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 parent/guardians can be contacted and a senior staff member will remain at school until they arrive.
9. If crossing roads students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of students across the road.
10. All staff must follow the Department guidelines when organising an excursion, incursion or camp. All procedural steps contained in the School camping, excursions and incursions Policy and Procedure outlines must also be followed.

***Informing Staff of the legislative liability of Duty of Care***

All staff will be informed of their legal requirement via:

- A copy of this document will be provided to each member of staff at the first staff meeting at the commencement of the school year, and will be placed on the Staff Drive.
- New staff will be informed of their Duty of Care as part of the school’s Induction Program.
- Duty of Care will be addressed an agenda item at staff meetings and/or briefings regularly throughout the year and staff will be directed to familiarise themselves with section Student Safety of the Victorian Government Schools Policy Advisory Guide.
- Staff will complete a risk assessment including duty of care when completing planning for camps and relevant overnight excursions.
- Staff will be directed to the student wellbeing policy annually.

**References:** <http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

**Evaluation:**

- This policy will be reviewed annually as part of the school’s regular review cycle.

**Certification:**

This policy was adopted at the School Council meeting held at Congupna Primary School on the 17<sup>th</sup> day of May, 2016.

Signed.....

Signed .....

**School Council President**

**Principal**