



St Joseph's School  
Kingswood

# **DUTY OF CARE POLICY DOCUMENT**

## **ST JOSEPH'S SCHOOL KINGSWOOD**

## DUTY OF CARE POLICY

### Introduction

Duty of Care is underpinned by SACSS Vision, Charter for Teachers, St Joseph's Student Personal Responsibility Policy and by existing legal principles.

Catholic Schools have a duty to educate young people.

1. Safety, a basic human right, is a pre-requisite for the Catholic school to be able to carry out its mission to educate
2. Children are the least powerful people in society. They are vulnerable to exploitation and victimisation by those who are more powerful. Safety and protection from all forms of abuse are fundamental rights of all children
3. Catholic schools operate in a wider community context, where legal requirements exist and where they have an obligation to:
  - **value and protect children**
  - **provide an environment where children feel safe and secure**
  - **intervene on behalf of children**
  - **actively work towards empowering children**
  - **ensure the principles of care, protection and safety are implemented**
4. Under WHS regulations, Catholic schools have the responsibility to provide a safe working environment for all staff, visitors, parents and contractors.
5. Duty of Care refers to the special relationship that exists between members of staff and students. It means that schools owe a duty of care to students to take all reasonable measures to protect their safety and welfare.

The safety and well-being of the child must be the paramount consideration in every situation.

## **GUIDE TO RESPONSIBILITIES**

### **1. SCHOOL BOARD**

- To comply with the requirements of the SACCS & CESA Policies
- To comply with the requirements of the relevant WHS legislation
- To represent parents in determining appropriate procedures and guidelines

### **2. PRINCIPAL**

- To ensure that the school meets the SACCS & CESA requirements through the provision and maintenance of child protection policy, practices, procedures and programmes
- To ensure appropriate professional development for staff
- To educate school communities about their legal responsibilities and school practices
- To support the SACCS & CESA Policies

### **3. TEACHERS**

- To be educated in the areas of Child Protection and Responding to Abuse & Neglect
- To provide protection and abuse prevention curriculum for children
- To actively support practices and processes as per this policy

### **4. PARENTS**

- To be familiar with and support the practices and procedures of this policy
- To inform the school of any potential issues affecting child safety (e.g. Custody Orders, collecting children early)

### **5. STUDENTS**

- To be supported to learn responsibility for their own health and personal wellbeing
- To be encouraged to work with staff to enhance learning activities in a proactive manner

## **SUPERVISION**

**IT IS ACKNOWLEDGED THAT STAFF MEMBERS OWE A DUTY OF CARE TO ALL STUDENTS BY TAKING ALL REASONABLE MEASURES TO PROTECT THEIR SAFETY AND WELFARE, EVEN WHEN NOT ON 'OFFICIAL' YARD OR OTHER DUTY.**

## **YARD DUTY**

**Teachers are to make their way to yard duty area promptly and to be actively and vigilantly on patrol in the required area.**

**Teachers are not to leave the area until another teacher arrives. If the yard duty teacher is not relieved at the appropriate time he/she is not to leave the yard but to send a child to the office to ask for someone to relieve him/her.**

**Teachers on yard duty will stay with the students in the yard until a class teacher arrives.**

**Teachers are to be aware of other classes at line up. When only two classes remain teachers are not to leave the last class until that class teacher arrives. If a teacher does not arrive, send a student to the office to seek assistance.**

**All classrooms are to be locked at lunch and recess times.**

**Teachers on yard duty are to ensure that the schoolyard is not left unsupervised. If teachers are to be absent, a swap needs to be arranged with another staff member.**

### **1. BEFORE SCHOOL**

- **Supervision will be provided in the yard from 8:30 am. Children in the yard unaccompanied by an adult before that time will sit on seats on the oval area.**
- **Students are to report to their rooms once the bell goes and the teacher is present and prepare for the day. They should be in class by 8:45 in preparation for classes/assembly to begin.**
- **Students may play before school. Play can occur on the artificial grass area. The asphalt is out of bounds.**
- **Students may be in the yard early in special circumstances e.g. choir practice, leaving on excursion. When this occurs a staff member needs to be at the designated meeting area on time.**
- **Teachers on duty in the artificial grass area are to unlock the Seafield Ave gate by 8:30am and it is to be locked after 9.30am by designated staff.**
- **An ESO will be present in the front office from 8:30 to handle enquiries.**

## **2.DURING SCHOOL**

- Staff will have the responsibility of providing a duty of care to all children in their care during class time.
- Students may be absent from their class only with the permission of their supervising staff member. (e.g. message, toilet)
- Students, if age appropriate, to have a class buddy with them if absent from class.
- Students will be expected to move around the school by walking, not running.
- Class teachers are to supervise the movements of classes from one area to the next.
- A staff member is to be present if children are in a classroom. Students are not to be left unsupervised.
- Staff are to ensure that small groups of children who are working in an alternative area are supervised, e.g. by a parent during electives or ESO for learning activity.

## **3.PLAYTIME**

- Staff will continually reinforce correct and appropriate behaviour with students during playtime, including correct play areas.
- Staff to let students move from lunch eating area to begin play only after the bell sounds at 12:55pm.
- Staff will have a duty bag with them at all times and use the appropriate card to summon help if needed.
- Teachers not on yard supervision should collect their classes immediately after the bell.
- Students should not be upstairs in the classrooms.
- Students are not to be in classrooms/library unless a teacher is present.

## **4.AFTER SCHOOL**

- Students should not be dismissed until the final bell.
- Supervision on Seafield Ave and Cambridge St will be provided until 3:35pm when the teacher will either take students to OSHC or to the office as appropriate.
- The Seafield Ave gate will be locked by the teacher on completion of duty.
- Students in OSHC will assemble outside the Hall door or OSHC room until the OSHC staff book them into the OSHC facility.

## **5.EXCURSIONS**

- The standard of care to be exercised on excursions must be in line with the School's and CESA guidelines on 'Camps, Incursions & Excursions'. This includes adult/student ratio.
- Prior approval must be obtained from the Principal via the planning form which should be completed two weeks prior to the excursion.
- A copy of the information should be given to the front office staff should there be an enquiry from a parent.
- A risk assessment must be completed with planning sheet.

## **6.PHYSICAL EDUCATION & SPORT**

- Teachers must comply with guidelines provided in relation to teacher/student ratios for various sporting activities. (Refer to SACCS Camps and Excursions Policy)
- Teachers should ensure that activities provided are commensurate with students' ages, abilities, fitness levels, facilities etc.
- Playing surfaces and equipment should pose no risk to students (including those that are not the property of the school).

## 7.PLAYGROUND

- Teachers should ensure students know which items are suitable for their ages and size and provide training in their use eg correct grip.
- Teachers should report any piece of play equipment that needs repair/ maintenance.
- Students should be familiar with and abide by Playground Rules.

## 8.SUN PROTECTION

- Students and staff are expected to wear a hat during outside activities all year round. Students are encouraged to apply suntan cream for outside activities also.

## 9.NOTIFYING PARENTS/CAREGIVERS

- Parents/Caregivers must be informed of any accident involving their child as soon as possible after the accident. Any injury to the head must be reported to parents.

## BULLYING

Staff should continually reinforce the Student Personal Responsibility Policy and Anti Bullying and Harassment Policy with students and parents.

## MANDATORY NOTIFICATION

All staff members must be trained in the area of 'Child Abuse and Neglect' – refresher courses will be provided every three years

Staff members are obliged by law to notify Families SA (Child Abuse report Line) if they suspect on reasonable grounds that a child/ young person has been or is being abused or neglected in the course of their work

All staff will make every effort to provide a safe and secure environment where students can be safe and feel safe

Staff will intervene on behalf of students as appropriate and actively work towards empowering students

## INTERNET USE

All staff members must be aware of their responsibilities within the School's 'Information & Communications Technology Policy'

Students will be continually monitored to ensure their safety and well-being in terms of safe use of the Internet

## HEALTH CARE

Please refer to administration of medications policy and procedures



Principal  
Philip Schultz

Dated: July 2017