

Duty of Care Policy

North Melbourne Primary School

Issue Date: 23/8/2018

Review Date: 23/8/2021

SCHOOL Nº 1402



PURPOSE

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

DUTY OF CARE

“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 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.

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at North Melbourne Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.



POLICY

Before and after school

North Melbourne Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their children to attend North Melbourne Primary School outside of these hours.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Yard duty

At North Melbourne Primary School, school staff will be designated a specific yard duty area to supervise.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Staff must carry a first aid kit and emergency cordless phone whilst on yard duty. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with school policy
- ensure that students who require first aid assistance receive it as soon as practicable, either by the staff member themselves or by a first aid officer in the first aid room in the office
- if being relieved of their yard duty shift by another staff member, ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.



If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the daily organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the daily organiser, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should call the office to follow up and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

A teacher must never leave the classroom unattended. If a teacher needs to leave the classroom at any time during a lesson, they should first contact a fellow staff member for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. This process also applies to any other situation where a teacher is supervising a group of students in or outside of a classroom environment.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.