

DUTY OF CARE (Updated 2020)



RATIONALE:

A teacher owes a duty of care to students during school hours and at other times when the teacher/student relationship exists because: "the duty springs from the relationship itself". A teacher must take reasonable care to avoid acts or omissions which (the teacher) can reasonably foresee would be likely to injure (the student) and take steps to remove those dangers.

AIMS

- To provide a safe and caring environment for students and staff.
- To provide guidelines for staff on the procedures to follow to ensure that educational, legal and Duty of Care requirements are satisfied.

IMPLEMENTATION

1. The Principal is responsible for the implementation of this policy.
2. The Deputy Principal will be responsible for the day to day management of the policy and procedures.
3. All staff (teaching and non teaching) are responsible for providing a 'Duty of Care' to the students and other staff.
4. A 'Duty Roster' will be drawn up and distributed to staff at the beginning of each term.
5. If a teacher swaps a duty with a colleague, then this must be reflected on the duty roster board located in the staff room.
6. The Duty Teacher will take their Duty Folder with them on duty and record inappropriate playground behaviour
7. All teachers are on 'duty' regardless of whether they are the nominated duty teacher or not.
8. All staff have a duty to ensure the good behaviour of students on the school property at all times.

PROCEDURES

⇒ PLAYGROUND DUTY

RECESS

Pre Primary

- 10.45-10.55 Teachers supervise eating recess or shared fruit (EAs have break)
- 10.55-11.10am Duty (1-15 adult-child ratio)

Years 1-6 Recess Duty 10:50 – 11.10am

- 10.50-10.55 Teachers supervise students eating
- 10.55-11.10am – Duty Playtime

LUNCH

Pre Primary Duty 1-1.30pm

- Teachers supervise own students eating 12.40-1pm (EAs have lunch break)
- Duty 1-1.30pm (1-15 adult-child ratio)

Years 1- 6 Duty 1-1.30pm

- Teachers supervise own students eating 12.50-1pm
- Duty 1-1.30pm

All staff will be rotated through duties as much as possible. Staff who run activities at lunchtimes for students will be given less 'regular' duties on the roster wherever possible.

⇒ CLASSROOMS

- Before school – classroom doors to open at 8.35 am SHARP
- Students are not to be in classrooms without a teacher.
- Recess and lunch times - students are not to be left in the classrooms unsupervised.
- Instructions for the use and handling of equipment by students to be given by the teacher at a level that the child fully understands.
- Before school - students are not to use play equipment (either personal or belonging to the school).

If a child arrives before 8:35am they should sit in the Undercover Area. It is NOT a time to play.

