

Dorset Primary School No.5132

DUTY OF CARE POLICY

PURPOSE:

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

POLICY:

“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 Dorset PS 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.

GUIDELINES:

1. All teachers will accept the responsibility for the supervision of all students.
2. Teachers should supervise students as would a caring parent.
3. Classes will be accompanied by a teacher when proceeding to and from different areas of the school.
4. Students arriving late to school must collect a '*late pass*' from the office and pass on to their teacher on arrival to their classroom.
5. Students leaving early must be collected by a parent/guardian who has signed the 'Early Leavers Book' at the office and informed their classroom teacher.
6. Students leaving the school temporarily and returning, must have written permission from a parents or guardian stating destination, reason and length of absence.
7. Students on regular prescribed medicine will be registered on the 'Medicine Record Sheet' help in the office and drug administration is to be supervised by the office staff
8. Students must play within the school boundaries.
9. Dorset does not accept responsibility for the supervision of students on any days on which the school is closed for students or outside the hours of supervision advised to the school community.
10. For educational excursions, entertainments, camps and swimming programs, a teacher-pupil ratio as stated in Departmental Guidelines shall be observed. The venue and activities to be undertaken shall be approved by the appropriate authority (Principal/School Council)
11. Parent consent forms, indemnity forms and Displan/name tags must be taken on all camps and excursions. Displan/name tags must be worn by students while travelling out of the school.

There will be an appropriate number of teachers supervising grounds from 8.45- 9.00am and from 3.30-3.45pm.

No student is to be within school buildings without teacher supervision before and after school (before 8:45am and after 3:45pm), or at any recess period.

Students should remain in their classroom during recesses and lunch times when the weather is unsuitable for them to be outside. When students are retained in the classroom because of weather conditions, all teachers will be allocated an area and time to supervise students.

When absent from the place of instruction during class time, students must use internal routes where available.

The supervising teacher shall be responsible for seeing that the students return within a reasonable time.

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

[Yard Duty and Supervision Policy](#)

[Bullying Prevention Policy](#)

[Camps and Excursions Policy](#)

[First Aid Policy](#)

[Child Safety- Reporting and Responding Policy](#)

[Visitors Policy](#)

[Volunteers Policy](#)

[Working With Children and Suitability Checks](#)

Occupational Health and Safety Policy

Emergency Management Plan

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)

REVIEW CYCLE

This policy was last updated in September 2019 and is scheduled for review in September 2020.