



DUTY OF CARE POLICY

Introduction

Schools and teachers are required to care for the safety and welfare of the students under their care. This duty of care requires the school and its teachers to take the necessary and reasonable steps to ensure student safety from known and reasonably foreseeable risks of harm or injury.

Legislative Frameworks and Administrative Guidelines

Annesley Junior School will comply with:

The Annesley College Act 1920 - 1976
Current Work, Health & Safety (WHS) Regulations 2012 (SA)
Child Protection Act

Policy Statement

This policy establishes clear guidelines and parameters for the duty of care of the school and its staff; however it does not act as a guarantee of care, or override any individual's rights or responsibilities under law and should be viewed in conjunction with other school policies that relate to the care of students (eg Child Protection, Student Wellbeing Policy).

Policy Responsibilities

Annesley Junior School and its staff members have a duty of care during all regular school hours and when supervising scheduled out of school activities.

The teacher's duty of care extends to all times when a student can reasonably be considered to be under their supervision. The teacher must implement school policies that affect the student's safety and welfare. A teacher's duty of care is non-delegable. It is the teacher's duty to take reasonable care to protect all students e.g:

- The duty to supervise the students so that they comply with rules and practices designed for their own safety and that of other students;
- The duty to design and implement appropriate programs and procedures to ensure the safety of students;
- Be vigilant in checking that school buildings, equipment and facilities are safe;
- The duty to warn students about dangerous situations or practices.

Transportation:

Where the school provides transport for students or where the school assumes responsibility in escorting students then a duty of care can be assumed.

Before School hours on school grounds:

Annesley Junior School has a duty of care that commences from the arrival of students on school grounds. The accepted arrival time starts at 8.25 am Monday to Friday. There should be no students on campus in the school before this time. Students from ELC to Year 6 who are booked into Out of School Hours Care (OSHC) from 7.30 am must be escorted to before school care by a parent/guardian.

After School hours on school grounds:

The school has a duty of care to ensure the safety of its students until such a time as they are collected by their parents or an adult requested to collect them by their parents, or until their departure on a bus or other arranged transport. If a parent has arrived and collected their child but remains on school grounds, the duty of care has transferred to the parent, unless other arrangements have been made.

The school is not able to supervise students who remain on school grounds after 3.45 pm. After this time staff will still be present on the campus but will not take a supervisory role.

Junior School students will be dismissed by their class teachers from their classrooms at 3:30 pm and parents are asked to collect their children from the classroom/Imaginarium promptly. If children are not collected by 3.45 pm they will attend Out of School Hours Care (OSHC) in the Multi-purpose Room. From 3:45 pm parents will be charged OSHC rates. The School cannot accept responsibility for students remaining on school premises unless they are booked into OSHC.

After School activities on school grounds:

Authorised activities eg sporting activities, are ones that have the approval of the school. Activities sanctioned by the school require the staff members undertaking these activities and the school to provide the same duty of care as during school hours. A staff member will not undertake activities at school after hours that are not sanctioned by the school.

Activities taking place off school grounds:

In general the school and its staff have duty of care for all students during off campus activities as covered in the Camp and Excursion Policy.

When a student in ELC – Year 6 is required to leave the school grounds during the school day they must be collected by the parent/guardian from the teacher in charge of the student at that time. The parent/guardian must also inform the school office of the child's leave.

Delivery and collection of children in the ELC

To ensure the continued safety of our students each staff member only allows children to arrive with an appropriate adult and depart with an authorised adult.

On arrival children will be signed in by a parent or staff member. All children will be signed out by a parent or authorised person as noted on the enrolment forms. No child will be collected by anyone other than those authorised to on the pink enrolment form or without written permission from parent/guardian. If another adult, which is unfamiliar to staff, has been granted permission to collect the child then that adult will need to produce a form of photographic identification to staff to verify their identity e.g. a drivers licence.

If the ELC staff and /or Director does not deem an adult fit to collect a child, they can refuse to allow the child to leave. ELC staff will then contact another authorised adult to come and collect the child. A child can leave the Centre in the care of ELC staff for the purposes of excursions. Full details of the event and written consent from parents would have been collected prior to the excursion.

A child can leave the centre because they require medical attention eg ambulance care. Parents would have been contacted and informed of the emergency. If parents are unavailable then other emergency contacts would have been sought. A child will not be given into the care of a parent/carer that is subject to an Intervention Order.

Bushfires

The Association of Independent Schools (AISSA) will advise schools as soon as possible when it becomes aware of significant bushfires or of a catastrophic bushfire rating. When a catastrophic rating has been issued and/or a significant bushfire has been announced, the school will check the CFS website (www.cfs.sa.gov.au) for any bushfires that may impact on students travelling home. In these circumstances, parents/guardians will be contacted. Students will be accommodated in the school until such time as communication has taken place with parents.

Review

This policy will be reviewed every three years.