



## DUTY OF CARE POLICY

Care of students is the number one priority of the school.

Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. We consider both the short term and the long-term social, emotional and physical wellbeing of the students.

The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of the students from both known and reasonably foreseeable risks of harm and / or injury. In particular instances, non-teaching staff, volunteers and external providers will also owe a duty of care to students.

When organising activities for students, in order to fulfill their duty of care obligations, teachers need to balance the risk involved in the activities with what the students will learn from undertaking them. This benefit / risk analysis also applies to the physical environment and built structures of the school. As part of providing a safe environment for our children, we have an annual visit from Kidsafe, and follow any recommendations made in the report.

## POLICY

The following duty of care procedures have been established at Spirit of Play Community School.

### BEFORE AND AFTER SCHOOL ACTIVITIES

For any activity organised or attended by school staff, the legal Duty of Care lies with the teachers. While parents may be asked to support in the care and supervision of the students, the teacher must follow all duty of care policies and procedures of the school.

### BEFORE SCHOOL

School commences at 8:50am, with children being delivered to school by parents / guardians, and bus from 8:30 onwards.

A staff member on bus duty escorts children from the bus stop to their classrooms.

Parents / guardians are to escort their child/ren to their classrooms on arrival. Teachers supervise their own classes as soon as the children begin to arrive. In the event of a teacher not being present at school when the child/ren arrive, the parent will leave them in the care of another class teacher. Child can play outside before school only if they are in the care of a teacher.

### AFTER SCHOOL COLLECTION OF CHILDREN

When a child is enrolled, parents are to advise, in writing, who will be collecting the child from school each afternoon. Parents are required to keep teachers up to date with any changes.

Parents / guardians are responsible for collecting children from school at the following times:

- 12:15 pm for Pre-Kindergarten children
- 3:10 for Kindergarten to Year Two children

After school, children will wait with the teacher in the classroom to be collected by the parent / guardian at their classroom door. Teachers are unable to leave the classroom whilst they have other children in their care – hence their duty of care ceases once the child/ren have been handed over to the parent / guardian.

Children are not to climb on the climbing web after school.



#### EARLY PICK-UPS

As part of our duty of care, we always need to know who is at the school. From time to time parents and carers need to take their child out of school during school time. Parents are asked to sign their children out at the Cubby Office, and sign them in again if returning to school that day.

#### BUS CHILDREN

Bus children will assemble outside the Play Tent where they will be supervised and escorted to the bus stop by the teacher on duty. The duty teacher will escort the children across the dirt track to the waiting area away from the road. The duty teacher will stay with the children until they board the bus and duty will continue until all children have been collected by the various buses.

Only bus children are to exit the school grounds without a parent or guardian. (This policy will be reviewed again in 2016 when the school has children in Year 3. Some students may be given permission to walk or cycle home.)

#### LUNCH DUTY

Staff will be informed of their lunch duty times and a copy of the roster will be in classrooms and the outdoor kitchen.

At least two staff members will be on duty at all times. They will move around the yard to ensure that each space has a staff member there every couple of minutes.

The duty teacher will be outside at all times and should check and be seen in all parts of the playground. The duty teacher will be responsible for minor first aid.

Children need to check with the duty teacher before going on the climbing web. Children are often reminded of what they need to do to be safe on the web:

- At least 'three points of contact' (two hands and one foot, or two feet and one hand)
- No chasey
- Look after themselves and each other

Children should not be in their classrooms at break / lunch times unless a teacher is present or has arranged other supervision. The duty teacher should be informed of these arrangements.

Children wearing raincoats and gumboots are allowed, and encouraged to play in the rain, at the teachers' discretion.

#### DUTY OF CARE BY NON-TEACHING STAFF, VOLUNTEERS, PARENT AND EXTERNAL PROVIDERS

On most occasions, the Duty of Care resides with the teachers. As part of this, teachers are also responsible for the behaviour management of students: any incident should be reported to the teacher. Refer to Excursion and Aquatic Activities Policy and Volunteer Policy for more information.

#### WORKING WITH CHILDREN CHECK

All teaching and support staff must have a working with Children Check.

Any volunteers who stay overnight on camps or sleepovers must also have a current Working with children Check.