Doncaster Gardens Primary School
Duty of Care Policy

Philosophical Basis:
All government school staff need to be aware of their legal responsibilities. As part of the government school principal contract, government school principals are required to plan, implement and monitor arrangements to ensure the safety, security and wellbeing of students. In addition to their professional obligations, principals and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable.

Guidelines:
• A teacher’s duty of care is not confined to the geographic area of the school, or to school activities, or to activities occurring outside the school where a student is acting on a teacher’s instructions. The duty also applies to situations both before and after school where a teacher can be deemed to have ‘assumed’ the teacher pupil relationship. Legal cases establish that a teacher’s duty of care does not start nor end at precise times during the day. The approach generally taken is that a teacher’s duty applies irrespective whether the risk occurs in or outside the school environment. However, the important issue in all cases will be whether the school took reasonable steps to protect the student from the risk.
• All staff must follow the DEECD guidelines when organising an excursion, incursion or camp. All procedural steps contained in the school’s camping, excursions and incursions policies and procedure outlines must also be followed.
• The handing over of duty (particularly yard duty) from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office, but not leave the area until replaced.
• The teacher’s duty of care is greater than that of the ordinary citizen in that a teacher is obliged to protect a student from reasonably foreseeable harm or to assist an injured student, while the ordinary citizen does not have a legal obligation to respond.
• School authorities in breach of the duty of care may be liable for injuries inflicted by one student on another, as well as for injuries sustained by a student.
• New staff will be informed of their Duty of Care obligations as part of the school’s Induction Program.

Implementation:
• The principal will allocate responsibilities to different members of staff.
The following instructions apply to all staff:
• It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers (at law, the Duty of Care cannot be delegated)
• It is not appropriate to leave students in the care of external education providers, for example during incursions (at law, the Duty of Care cannot be delegated)
• In an emergency situation use the phone for the Principal or Assistant Principal or contact the teacher in the next room. (If appropriate – send another student for assistance)
• No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague’s classroom, or to the Assistant Principal or Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal or Assistant Principal is to be contacted first to alert them that the student is on their way.
• Discretion is to be used when allowing students to visit the toilet during class time. Students must always walk to the toilet in pairs during class time.
Whilst each case regarding a teacher’s legal duty of care will be judged on the circumstances that occurred at the time, the following common examples may be times when a teacher has failed to meet their legal duty of care responsibilities to their students:
• arriving late to scheduled timetabled yard duty responsibilities
• failing to act appropriately to protect a student who claims to be bullied
• believing that a child is being abused but failing to report the matter appropriately

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• being late to supervise the line up of students after the bell has sounded
• leaving students unattended in the classroom
• failing to instruct a student who is not wearing a hat to play in the shade
• ignoring dangerous play
• leaving the school during time release without approval
• inadequate supervision on a school excursion

**Evaluation:**
• This policy will be reviewed every three years as part of the policy review cycle.