



# MULGRAVE PRIMARY SCHOOL

Gladeswood Drive, Mulgrave Vic 3170

## DUTY OF CARE POLICY

### Rationale:

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.

### Definition

Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined as: “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” (*Richards v State of Victoria* (1969) VR 136 at p. 141) As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.

**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.**

Schools normally satisfy the duty of care by allocating responsibilities to different staff. For example, the principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in each school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

### Aim:

To ensure that staff has an understanding of their duty of care to students, and behave in a manner that does not compromise these legal obligations.

### Implementation:

Although the general duty is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve providing adequate supervision in the school or on school activities as well as providing safe and suitable buildings, grounds and equipment.

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. Quite apart from mandatory reporting requirements, a teacher has a concurrent duty of care to protect a student from harm that is reasonably foreseeable. A breach of this duty of care may lead to legal action being taken against the individual teacher or teachers concerned. A breach of this duty of care will be established if a teacher or principal failed to take immediate and positive steps after having acquired actual knowledge or formed a belief that there is a risk that a child is being abused or neglected, including sexual abuse.

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.

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
- 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

Staff members are also cautioned against giving advice on matters that they are not professionally competent to give (negligent advice). Advice is to be limited to areas within a teacher's own professional competence and given in situations arising from a role (such as careers teacher, year level coordinator or subject teacher) specified for them by the principal.

Teachers must ensure that the advice they give is correct and, where appropriate, in line with the most recent available statements from institutions or employers. Teachers should not give advice in areas outside those related to their role where they may lack expertise.

### **Risks to students outside the school environment**

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.**

### **Classroom Supervision**

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 incursions (At law, the Duty of care cannot be delegated)

In **an emergency situation** use the phone for the 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 Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal **is to be contacted first** to alert them that the student is on their way.

### **Movement of Students**

Care needs to be taken in allowing students to leave the room to work in other areas of the school.

Discretion is to be used when allowing students to visit the toilet or other areas of the school during class time. Students are to move around the school in pairs.

## **Yard supervision**

Yard supervision is an essential element in teachers' duty of care. It is now clearly established that in supervising students, teacher's duty of care is one of positive action.

Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

Be aware that yard duty supervision within the school requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities. Teachers are also expected to follow school policy whilst on yard duty.

Teachers rostered for duty are to attend the designated area at the time indicated on the roster.

Teachers on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.

The handing over of 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**.

Be alert and vigilant -intervene **immediately** if potentially dangerous behaviour is observed in the yard - enforce behaviour standards and logical consequences for breaches of safety rules.

You should always be on the move and highly visible.

## **Excursions, Incursions and Camps**

An incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Be aware that camps and excursions outside the school require the teacher to fully comply with DET guidelines and bring with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.

All staff **must follow the DET guidelines when organising an excursion, incursion or camp. All procedural steps contained in the School camp, excursions and incursions Policies must also be followed.**

## **Evaluation:**

All staff will be informed of their duty of care legal requirement annually via:-

- A copy of this document will be placed on the intranet for staff referral
- New staff will be informed of their Duty of Care as part of the school's Induction Program
- Staff will be directed to the student wellbeing policy annually

This policy will be reviewed as part of the school's three year cycle.

## **References:**

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

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## **Supervision responsibilities before and after school**

This table identifies supervision responsibilities.

Who	Are responsible for
<b>Parents/ guardians</b>	the care and supervision of students: <ul style="list-style-type: none"> <li>travelling to and from school</li> <li>outside the times of school supervision before and after school.</li> </ul>
<b>Principals</b>	Ensuring: <ul style="list-style-type: none"> <li>school supervision is provided for a minimum of 10 minutes before and after school</li> <li>parents/guardians are regularly informed about supervision available before and after school</li> <li>sufficient teachers are available to supervise the departure of students at the end of the school day</li> <li>teachers supervising departures are not called away for other duties without alternate supervision being arranged</li> </ul>

### Supervision in specific circumstances

This table lists supervision requirements/considerations for specific circumstances.

Circumstance	Guidelines
<b>Recess and lunch times</b>	Students must be supervised during recess and lunch. For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate: <ul style="list-style-type: none"> <li>written parent/guardian requests for students under 18</li> </ul>
<b>Outside school grounds</b>	Primary students must be supervised at all times. Deciding on the level of supervision needs to balance safety with school programs where students are encouraged to undertake activities outside the school either individually or in small groups.
<b>Swimming Pools</b>	Students must be supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).
<b>Visiting Speakers/Instructors</b>	Visiting speakers do not have the authority to supervise students in schools. Teachers must supervise their students during a presentation from a guest speaker. Note: This includes instructors providing religious instruction in schools.

### Supervision before and after school - Principal Considerations

This table describes additional supervisory considerations at the beginning and end of the school day, for principals.

To deal with	Principals
<b>school entry and exit points</b>	may organise supervision of entry and exit points that considers:

To deal with	Principals
	<ul style="list-style-type: none"> <li>• the entry or exit points that are, or should be, used</li> <li>• road traffic conditions</li> <li>• designated pick up and drop off areas</li> <li>• whether any entry or exit points should be:               <ul style="list-style-type: none"> <li>- locked</li> <li>- designated as out of bounds</li> <li>- supervised.</li> </ul> </li> </ul>
<p><b>Foundation students using transport</b></p>	<p>should consider:</p> <ul style="list-style-type: none"> <li>• additional supervision</li> <li>• providing parents/guardians with bus information at parent orientation meetings</li> <li>• maintaining a roll of Foundation students who use public transport</li> <li>• establishing a 'marshalling point' for Foundation students from which they can be guided to buses</li> <li>• guiding Foundation students to buses which stop at the school at the end of the day.</li> </ul>

## Parent/guardian support

This table describes strategies schools can use to encourage parents/guardians to support supervision before and after school.

To assist schools to	Parents/guardians can be encouraged to
<b>ensure student safety when travelling to and from school</b>	consider: <ul style="list-style-type: none"><li>• whether their child is old and experienced enough to use public transport</li><li>• how they can help educate their child in traffic safety</li><li>• whether their child will need to cross busy roads to walk or catch transport.</li></ul>
<b>maintain student rolls setting out students' usual travel arrangements</b>	always let the school know when students' usual travel arrangements are to change, even temporarily.
<b>maintain preferred or mandatory points of exit for students at the end of the day</b>	<ul style="list-style-type: none"><li>• use these exits</li><li>• make sure that students are familiar with these exits and use them.</li></ul>
<b>apply traffic controls at the beginning and end of the school day</b>	obey parking regulations, speed limits and other traffic controls to: <ul style="list-style-type: none"><li>• help to create a safe environment at exits to schools</li><li>• show respect to neighbours who live close to the school.</li></ul>
<b>to provide adequate supervision for students entering or exiting the school at the beginning and end of the school day</b>	avoid talking to teachers who are supervising entry or exits or school buses about their child's progress and should arrange another time for this discussion.

This policy was last ratified by School Council in .....

**June 2017**