

Timboon P-12 School

Duty of Care Policy

POLICY

PREAMBLE

Duty of care involves the instructions for the supervision of students, student care and general supervision including: Yard, Cafeteria and Bus duty.

1.0 PURPOSE OF POLICY

- 1.1 To ensure that students are supervised inside and outside of class time in accordance with DEECD regulations.

2.0 PRINCIPLES

- 2.1 A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's charge from the risks of injury that the teacher could have reasonably foreseen
- 2.2 All teachers with the exception of the Librarians (who are part of the Library supervision roster) should be rostered for class, yard and bus supervision duty as per schedules.
- 2.3 As part of their duties teachers are required to supervise students adequately
- 2.4 Where possible provision, in the form of lessened supervision duty, will be made for teachers taking on voluntary activities such as lunchtime tutorials

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 The Principal class is responsible for making and administering such arrangements for supervision as are necessary according to school circumstances. The **Supervision Roster** is to be prepared by the first day of student attendance.
- 3.2 The member of staff responsible for preparing the **Supervision Roster** will ensure that the roster provides the agreed supervision coverage and is equitably shared among staff.
- 3.3 Teachers on yard duty supervision at the P-6 site will carry **Medical Alert** emergency packs an **Incident Book** with them,
- 3.4 Teachers rostered for duty are to attend the designated area that the time indicated on the roster
- 3.5 Teachers on duty are to remain in the designated area until the bell signals the end of the break or until replaced by the relieving teacher. Handing over duty from one teacher to another is to be done in the designated area. Where a teacher does not arrive the teacher, currently doing duty should send a message to the office, but not leave the area until replaced.
- 3.6 In the event of an injury occurring during a recess period the teacher performing yard duty will complete an **Injury report** and forward it to the Principal. In the event that a parent is not contacted the **Injury Report to Parents** section will be completed and forwarded to the parent with the injured student.
- 3.7 Supervision in the yard should include all designated areas in a mobile way so that maximum coverage is made possible.

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- 3.8 Classroom supervision will ensure that at no time are students left unsupervised in the classroom or specialist area
- 3.9 For camps and excursions the teacher in charge will carry a mobile contact known to the school and a first aid kit
- 3.10 Be aware that all camps and excursions outside the school require the teacher to fully comply with the DEECD guidelines and brings with it extra duty of care
- 3.11 All Excursions and camps must be approved by school council prior to departure and comply with Excursions Policy 2.5