



# Duty of Care and Supervision Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053.

## PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Travancore School owe to our students and members of the school community who visit and use the school premises. Appropriate supervision is an important strategy to monitor student behaviour, and enables staff to identify and respond to possible risks as they arise. It also plays a vital role in helping schools to meet their duty of care to students.

## POLICY

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk. The principal is responsible for ensuring that there is a well organised and responsive staffing allocation in place during all school programs and on school excursions and camps.

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Student Wellbeing and Engagement (includes Bullying Prevention)
- Camps and Excursions
- First Aid
- Administration of Medication
- Child Safety
- Photographing and Filming Students
- Digital Technologies
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Child Safety Responding and Mandatory Reporting Obligations
- Occupational Health and Safety



Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for liaising with the partner mental health services (Royal Children's Hospital and Orygen) to ensure that premises are kept in good repair, and we will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

### **Supervision**

The program teachers are responsible for the supervision of all students in their care during the scheduled program times. These may be sessional or cover the school day. If a teacher needs to leave the program at any time resulting in risk to the safety of staff or students, they should first contact team members or principal class for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### **External Providers**

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers. Our school also takes steps to ensure student safety when they are engaging in off-site learning programs with external providers, such as when students are participating in excursions, camps and vocational education. Our School will follow all applicable Department of Education policies and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount.

### **FURTHER INFORMATION AND RESOURCES**

- Policy and Advisory Library: <https://www2.education.vic.gov.au/pal/duty-of-care/policy>
- Policies on Travancore School website: <https://www.travancoresch.vic.edu.au/school-policies>
- Staff manual: general information

This policy will be communicated to our school community in the following ways:



- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website

## **POLICY REVIEW AND APPROVAL**

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|----------------------------|-----------|
| Policy last reviewed       | May 2023  |
| Approved by                | Principal |
| Next scheduled review date | May 2026  |