



## ST MUNCHIN'S CATHOLIC SCHOOL DUTY OF CARE POLICY

### 1. RATIONALE:

Principals and teachers are required to have an adequate knowledge of the legal requirements that affect their relationship with, and duty of care for, students. In Christian justice and charity, they are required to devise and put into practice procedures that are designed to safeguard the physical and moral well-being of the school students.

### 2. GUIDELINES:

- 2.1. Through personal reading or attendance at appropriate courses all staff needed to become aware of their legal obligations regarding duty-of-care.
- 2.2. The requirements of the school's Playground Duty and Excursions policies must be adhered to.
- 2.3. Teachers have a legal responsibility to adequately supervise students in their classrooms. Among other things this means:
  - a. teachers must be punctual to classes.
  - b. supervise students entering or leaving the room.
  - c. avoid leaving classes/students unattended.
  - d. students must be closely and directly supervised in class. Merely being present is not sufficient.
  - e. maintain a safe and orderly classroom environment.
- 2.4. While on the school grounds, whether parents are present or not, students remain the responsibility of the school. If a teacher observes unsafe behaviour, whether or not he/she is officially on duty, he/she must intervene in the interests of the child's safety.
- 2.5. The age, temperament and past behaviour of a student or students must be considered when determining an appropriate level of supervision. Generally speaking, primary school-aged students require a high level of care. "Err of the side of Caution".
- 2.6. Students should not be released from class early except where arrangements have been worked out with parents.
- 2.7. The school's duty of care cannot be delegated to non-teachers.
- 2.8. Transportation of Students  
Wherever possible staff should abstain from transporting students in their own vehicles as the driver is liable in any action brought by the student should they be injured due to the negligence of the driver.
- 2.9. Students who, for whatever reason, have not been picked up after school or a school sanctioned activity, must be sent to the front office and supervised until the child has been picked up.
- 2.10. Reporting of sexual abuse is mandatory for Catholic school teachers and teachers are to follow mandatory reporting procedures.
- 2.11. It is a publicised school rule that students should not arrive at school prior to 8.30am and should have left the school grounds by 3.35pm. Students who, for whatever reason, arrive prior to 8.30 am must remain seated in the undercover area .