



“Side by Side We Grow”

CHRIST THE KING CATHOLIC PRIMARY SCHOOL

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DUTY OF CARE PROCEDURES

Rationale : We need to assign the highest importance to the safety and well-being of the students in our care. Also, in the context of liability and accountability, we need to protect ourselves from litigation. As a result we need to have clear and thorough procedures for dealing with the supervision of students in our care. We cannot guarantee that children will not get hurt under our supervision, but we can do our best to provide an environment where the risks of injury are minimal.

Playground duty : Teachers are rostered on playground duty. Rosters are displayed on classroom walls as well as in the staff room. There is a detailed outline of duty requirements in the ‘bum bags’ that teachers are required to take when on duty.

The principal or delegate usually does playground supervision in area 1 (the area near and around the toilets and covered area) from 8.20 to 8.40 a.m. The next playground supervision period occurs at morning break. First rostered duty is an eating duty from 11.00 a.m. to 11.10 a.m. Second duty is play duty from 11.10 to 11.30 a.m. The two areas for duty are area 1, mentioned above, and area 2, which is the oval and playground equipment area. Afternoon break has similar duties, i.e. eating duty from 1.30 to 1.40 p.m. and play from 1.40 to 2.00 p.m. **Teachers on eating duty cannot leave the playground until relieved by the play duty teachers.** The final duty period is bus duty, from 3.00 to 3.20 p.m. The teacher waits at the exit gate and supervises children who are picked up by parents.

Classroom supervision : The classroom teacher has full responsibility for the supervision of his/her class. This duty can only be delegated to other registered teachers. In emergencies, (e.g. toilet, injury or sickness) children should not be left in the care of school officers or parents. In this case, the principal or the teacher next door should be notified. **N.B. While school officers and parents are allowed to work with individual children and small groups, the final responsibility and accountability rests with the classroom teacher.** Other than normal break time, the classroom teacher is responsible for all their students’ movement throughout the school. With young children or children with special needs (e.g. social emotional disorders) it is good practice to send them to toilets or on messages with buddies.

The time between end of breaks and re-entry to class is a very grey area. Once the bell goes, signalling the end of play, the classroom teachers need to be ready to take their classes from the assembly area to their own class. The duty teachers should not be expected to assume responsibility once the bell has gone. Duty teachers are responsible for getting the children to the assembly area, not keeping them there. Lawyers in duty of care disputes don’t just look at who is on duty, but who is supposed to be on. Punctuality is absolutely essential.

Physical contact with students should be avoided, however, you are allowed to use physical force to restrain a student if he is likely to harm himself or others.