

## SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT

883 - COMMUNICATION PROCEDURES

Responsibility: Principal

This Policy was last ratified by School Council in 2017.

### **Rationale:**

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

### **Aims:**

To ensure that KWPS policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

### **Implementation:**

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
  - The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
  - New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
  - All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
  - When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
  - Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
  - A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
  - When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
  - Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
  - Staff will be given opportunity to provide input into the policy development or review process.
  - The focus of all school policies must remain the needs of students and school operations.
- Appendix A : Duty of Care Policy**
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
  - Relevant policies will also be loaded onto the intranet and school website for community observation and comment
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- The Principal, in consultation with School Council, may vary this Policy if circumstances require it.

**Key Links :** [DET School policy Advisory Guide - Duty of Care](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	August 2014
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	March 2015
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>Student engagement workshops – staff meetings</li> <li>Restorative Practices Training</li> </ul>	<ul style="list-style-type: none"> <li>Student diary (School engagement, attendance and student welfare services)</li> <li>SRC</li> <li>class meetings</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> <li>Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	All December 2014 (part of annual Wellbeing Review)
Computer & Internet Usage Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>E-learning mtg at start of each year</li> <li>Wednesday PD sessions</li> </ul>	<ul style="list-style-type: none"> <li>Student diary</li> <li>Enrolment pack</li> <li>Mentor Group meetings</li> <li>ICT Student Leaders</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Enrolment Pack</li> <li>newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	July 2014 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>Meeting at start of each</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	September 2014 (updated yearly)

	<ul style="list-style-type: none"> <li>semester to review policy and anaphylactic children</li> <li>Twice Yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>of anaphylactic children</li> <li>Classroom discussion re food handling issues</li> <li>Peer Support Leaders meetings</li> </ul>	<ul style="list-style-type: none"> <li>available on request</li> <li>School website</li> <li>Parent Information Night</li> <li>Enrolment Information</li> <li>Our HS Newsletter</li> <li>Individual parent meetings with anaphylactic children</li> </ul>		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>Meeting at start of year to review each policy &amp; provide medical details of students.</li> <li>Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>Mentor group teacher briefings</li> <li>OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> <li>Our HS Newsletter</li> <li>Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	March 2015
Harassment Policy	<ul style="list-style-type: none"> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>Wellbeing Team review of dealing with issues of harassment</li> <li>Restorative Practices Training</li> </ul>	<ul style="list-style-type: none"> <li>Student Diary</li> <li>Mentor Group sessions</li> <li>Circle Time</li> <li>Assemblies</li> <li>Enrolment pack</li> <li>Peer Support Program</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	December 2014 (part of annual Wellbeing Review)

	program		<ul style="list-style-type: none"> <li>• Our HS Newsletter</li> </ul>		
Home Learning Policy (In development)	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Reviewed in Domain meetings at start of each year</li> <li>• Curriculum Committee overview</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor group</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	August 2015
EMA Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	July 2014
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>• Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor group sessions</li> <li>• Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	March 2015 – annually as part of compliance process (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> <li>• Staff Manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor Group sessions</li> <li>• Circle Time</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• SRC meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	August 2014 – (council annual review)
Sunsmart Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor Group</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	July 2014
Staff Leave Policy Privacy Policy Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Staff meetings</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	November 2014(annually)

Professional Learning Policy	<ul style="list-style-type: none"> <li>• LAC meetings</li> <li>• Local Agreement implementation</li> </ul>				
Raising Concerns and Complaints Policy (In development)	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• School Newsletter</li> </ul>	April 2014

## Appendix A: Duty of Care Policy

### DUTY OF CARE POLICY

All government school staff will be made aware of their legal responsibilities. As part of the government school principal contract, government school principals are required to plan, implement and monitor arrangements to ensure the safety, security and wellbeing of students.

#### **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 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.

#### **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.

#### **Aims:**

To ensure that staff have 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.
- 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.

Risks outside the school environment may sometimes call for immediate and positive steps by a school depending on the age of students, urgency and threat of injury. Consider for example, if a live power line came down outside the school, no emergency workers had arrived, and primary children are about to be dismissed to walk home. No school would allow the children to walk out to that danger unsupervised.

There will be a number of other situations where the school will be under a duty to take reasonable steps. In some instances, the school's control over the activity may require it to take more active measures to satisfy the requirement that it take reasonable steps. For example, a known bully on a school bus may require the school to suspend or refuse to transport the bully. In other instances, the school may not control the activity, and the reasonable measures available to it will be limited. For example, fights at a local train or bus stop between students from rival schools may involve informing the police, contacting the other school to implement preventative measures, and notices to parents and students.

While older students are often free to move around the buildings and work independently in break out spaces and designated study areas they must be under (indirect) adult supervision at all times. Staff are responsible for their students at all times.

The following instructions and notices **apply to all staff.**

### **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 Assistant 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 Assistant Principal or Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal or Assistant Principal **is to be contacted first** to alert them that the student is on their way.

### **Movement of Children**

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

Use of students as monitors outside the room during class time must only occur with the approval of the Principal or Assistant Principal

Discretion is to be used when allowing students to visit the toilet or the IRC during class time.

### **Yard supervision**

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

Be aware that children 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 DEECD 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 College 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**.

No changes to the yard duty roster are to be made without the approval of the Daily organiser, or Assistant Principal.

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

You should always be on the move and highly visible.



## **Excursions, Incursions and Camps**

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

Be aware that 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 DEECD 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.

Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere to DEECD guidelines.

Be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities.

The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. A copy of this material will also be kept at school.

Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.

The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone and a first aid kit.

If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive.

If crossing roads students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of students across the road.

**All staff must follow the DEECD guidelines when organising an excursion, incursion or camp. All procedural steps contained in the School camping, excursions and incursions Policy and Procedure outlines must also be followed.**

## **Informing Staff of the legislative liability of Duty of Care**

All staff at our school will be informed of their legal requirement via:-

- A copy of this document will be provided to each member of staff at the first staff meeting at the commencement of the school year, and will be placed on the intranet.
- New staff will be informed of their Duty of Care as part of the school's Induction Program

- Duty of Care will be an agenda item at staff meetings and staff will be directed to familiarise themselves with section 6.16.1 of the Victorian Government Schools Reference Guide.
- Staff will complete a risk assessment including duty of care when completing planning for camps, excursions and incursions.
- Staff will be directed to the student wellbeing policy annually.