

Comet CaRE School

Duty of Care Policy



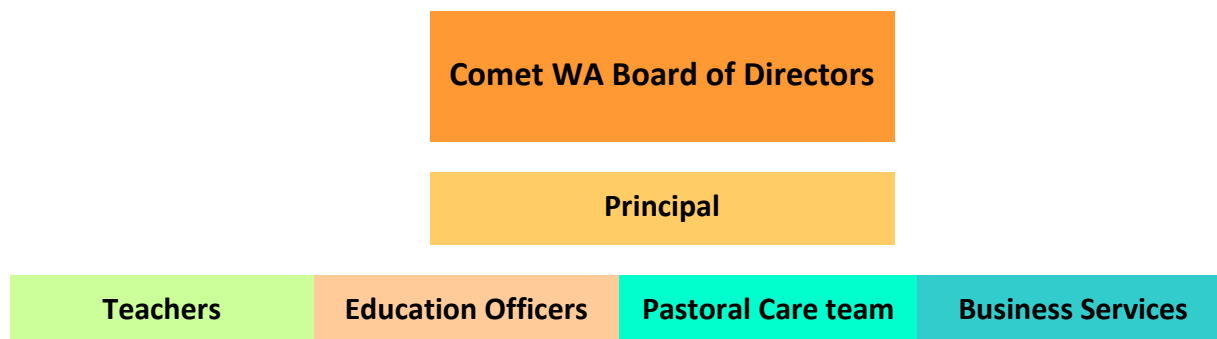
Duty of Care is an obligation to conform to a certain standard of conduct for the protection of another person against an unreasonable risk of harm. Comet CaRE School Policies and Procedures take account of relevant Legislation and Authorities in relation to its Duty of Care obligations as outlined in Appendix 1.

The Duty of Care Policy relates to the safety of:

- Paid staff
- Students
- Unpaid volunteers
- Visitors – this includes groups such as parents; community members; contractors et al.

The Comet Organisational Structure shows the lines of reporting and responsibility within the school organisation. The Comet Board of Directors conducts Risk Analysis of all aspects of the operation of the school in January and July and identified risks are minuted and actions drawn up for the coming six month period to address identified risks.

COMET School ORGANISATIONAL STRUCTURE



Comet CaRE School Policies and Procedures all refer to relevant OHS Regulations and general safety; physical, mental and emotional health and well-being, as well as environmental considerations.

The Duty of Care obligations are outlined in the Comet CaRE School:

- Staff Handbook and Induction Package
- Information Handbook
- School Plan
- Privacy Policy
- Maintenance Plan
- Behaviour Management Policy
- First Aid Policy

The Enrolment Form requires parents/guardians/caregivers to provide medical information relevant to the student enrolling and that it is their responsibility to notify the school of ANY changes to existing conditions or new medical considerations for students to ensure that staff at all times have the most current medical information for every student ON FILE in hard copy. At the time of enrolment the Information Handbook is given to the parent/guardian/caregiver.

Expectations related to Duty of Care are provided to:

1. Parents/guardians/caregivers/independent child and students at the time of application for enrolment on the Enrolment Form which is signed and dated.
2. Parents through the website and newsletters and at meetings with staff.
3. Students during the school day when behaviour and safety issues are raised in class.
4. Students at the time of excursions or activities requiring special permission.
5. Staff at the time of acceptance of an application for a job at Comet CaRE School.
6. Staff at their Induction Interview and recorded on the JDF and Induction Interview Checklist. These documents are signed and dated by the new staff member and Principal.
7. Staff at weekly meetings and 6 monthly Performance Reviews.
8. The Board at monthly meetings in the Principal's Report.
9. The school by the Board after the 6 monthly Risk Analysis.

Teachers and staff with supervisory responsibilities have the required qualifications in Education, or where relevant Training, to deliver the courses for which they are employed. Copies of these qualifications are verified by the Principal at the time of employment and retained in the Staff Files in the Administration Building along with copies of Working with Children Check cards or Application Forms; National Police Clearances or Applications; Western Australian College of Teaching Card and number.

A Job Description Form (JDF) verifies that Duty of Care in the specified areas for which the principal, teacher, youth support and development worker is employed. Staff member accepts these duties and validate their understanding of these duties in their employment agreement. The Staff Handbook outlines the processes for maintenance of documents and it is the RESPONSIBILITY of STAFF MEMBERS to notify the Administration of any changes related to qualifications, membership of TRB, police clearances and/or the status of their Working with Children's Checks.

All staff are required to exercise Professional Judgement with relation to maximising student learning opportunities which extend and challenge students' independence whilst considering safety and risks. The unique cohort of students at Comet CaRE School requires teacher vigilance at all times and that all school guidelines are enforced as outlined.

2

Comet takes responsibility for the care and maintenance of the property and ensures the premises are safe from hazards during school hours and outside of regular school hours when a function is being held. Equipment is maintained to ensure it is in optimum working condition as guided by the CTEC Maintenance Plan: Buildings and this includes environmental safety considerations.

APPENDIX 1

RELEVANT LEGISLATION/AUTHORITY

Comet CaRE School Policies and Procedures are written using the following Legislation and information from relevant Authorities, including:

Occupational Safety and Health Act 1984 (WA)

School Education Act 1999 (WA)

School Education Regulations 2000 (WA)

Volunteers (Protection from Liability) Act 2002 (WA)

Western Australian College of Teaching Act 2004 (WA)

Working with Children (Criminal Record Checking) Act 2004 (WA)

Working with Children (Criminal Record Checking) Regulations 2005 (WA)