DUTY-OF-CARE POLICY

Implementation Date: Wednesday, November 12\textsuperscript{th} 2003
Review Date: Term 4, 2014

General
Where practicable departmental guidelines are to be complied with; this policy should be read in conjunction with the Student Engagement Policy.

Council Guidelines
The council recognises that there are times when the supervision of students by teaching and non-teaching staff extends beyond that of a normal day in the school setting. On such occasions the Principal will provide specific information to families about duty-of-care issues.

Normally, the supervision of students in the school setting will take place between the hours of 8.30 am, when the school bus arrives and 3.45 pm, when the school bus picks up bus travellers.

MORNING ARRIVAL
- Bus travellers should be supervised by a member of staff (or the bus driver in the absence of a staff member) to cross the road in order to reach the school grounds.
- Each family is responsible for ensuring that students that travel to school by car enter the school grounds safely.
- During whole-day school activities at local venues (e.g. cluster day, athletics and sports), each family is responsible for ensuring the safe arrival of their child[ren] at that event.

AFTERNOON DEPARTURE
- Children are to be supervised by a member of staff during pick up from the schools front gate.
- During whole-day school activities at local venues (e.g. cluster day, athletics and sports), each family should inform a staff member of the departure of their child[ren] from the event.
- Families are to inform the school of any alterations to the normal pick up routine.

DAILY SUPERVISION
The Principal is to ensure the children are adequately supervised during periods of teaching and play. This means ensuring:
- Teachers take turns at yard duty.
- Teachers provide cover for each other during short absences.
- That the class is supervised when non-qualified teachers are conducting a learning session (this includes student-teachers).
- Only VIT registered substitute teacher are to be engaged to cover for whole-day absences of teaching staff.
- That children are kept at a safe distance from workers and tradespeople operating in the school.

AFTER SCHOOL ART AND CRAFT GROUP, PLAYGROUP AND MUSIC TUITION
Any person engaged to work in these areas must have a current working with children check.
STUDENT ENGAGEMENT POLICY (DISCIPLINARY PROTOCOL)
A separate code has been developed regarding rules and responsibilities.

VOLUNTEERS
Parents are welcome to help out at the school both in the classroom and in the grounds. Regular helpers are to undergo a working with children check if working with children. The school council will consider paying for the check on behalf of the volunteer on a case-by-case basis.

VISITOR'S BOOK
The Principal is to be aware of who is in the school or on the school grounds. This is a requirement for emergency management procedures. If the school is to be evacuated, the visitor’s book will list the names of persons who will need to be evacuated along with staff and students.

Where a claim is made against the department about an injury sustained in the school, the visitor's book, or similar evidence, will be used to demonstrate that the person was present, what their purpose was, and if an injury was recorded.

UNIFORM
Wearing uniform is seen as a safety issue as it allows Zeerust students to be readily recognised by supervising staff. Unless otherwise directed students will wear uniform to school and whilst on out-of-school activities. The uniform is:

- Red broad-brimmed hat (summer).
- Sunglasses.
- Red polo shirt with black insets.
- Black netball skirt (girls), shorts or trousers.
- All red or red and black-sleeved windcheater/jacket
- Red and white checked dress (girls).
- Closed shoes.

The Parents & Friends can supply the appropriate uniform on request at cost.

During Terms 1 and 4 the children will wear a broad-brimmed hat while outside unless directed not to do so by their teacher. Baseball caps are not appropriate. Students without the appropriate hat will be directed to remain in the shade during recess and lunch. Sunglasses may be worn.

The school is to provide 15+ sunscreen for students and staff. Treed and shaded areas are to be made available.

ASTHMA AND EPIPEN
Teaching and student support staff are to remain up to date with regard to the treatment of asthma as outlined by Asthma Australia (See Asthma Policy). Parents are to inform the school if their child[ren] has ever been diagnosed as asthmatic.

HOT LUNCHES
Staff are not expected to heat lunches for the children in the staffroom microwave and hot water will not be provided for pre-packaged meals like noodles. During terms 2 and 3 children may heat food in the pie warmer. The food should be wrapped in foil and clearly marked with the child’s name.

From time to time the Parents & Friends may also offer a hot meal. The organisation of such meals shall be the responsibility of Parents & Friends.

FIRST AID
The school will be guided by the DEECD Policy for First Aid. In the event of a serious injury an ambulance is to be called. Students should not be transported to hospital in private cars.

The reporting of injuries is to be carried out in accordance with the departmental guidelines. Where an entry is made on CASES parents are to be informed.

STUDENT INSURANCE
Each year the P&F shall purchase student accident insurance.

ADMINISTERING MEDICATION
No medication is to be administered by staff without the permission / consent of the child’s parent or guardian. Such permission or consent should be recorded in the staff member’s diary.

HEAD LICE
Where head lice is observed at school a note should be sent home with the child at the end of the school day. Regardless of who observes head lice (staff or parents) the affected child is to remain home until appropriate treatment is commenced. The school community will be advised when it is observed. Families are expected to consent to their child being inspected at school but may not be compelled to give permission.

BUS TRAVEL
There are two types of bus travel:
- The Daily School Bus
  - Tallygaroopna Primary School is the bus coordinating school.
  - Issues concerning daily bus travel are to be forwarded via the principal to Tallygaroopna.
  - From time to time the rules for bus travel are to be promulgated in the school newsletter.
- One-off Bus Trips
  - Driver plus Vehicle
    - Only accredited bus companies should be hired.
    - The bus driver has authority over the passengers with regard to safety.
    - Staff should take all reasonable steps to ensure that the children act responsibly while on the bus.
  - Self-drive Mini-Bus
    - At least two adults (one parent volunteer and a member of staff) should accompany students who travel by mini-bus. This is to facilitate vehicle parking and student supervision.

COMPUTER AND INTERNET USE
The internet is a useful tool for teaching and learning. However, there are dangers where children may inadvertently enter an inappropriate site. Staff members are to take reasonable steps to ensure this does not occur. All students are to sign an annual undertaking where they promise to use the technology in a manner acceptable to the school.

Darren Schreck
School Council President

Peter Farrell
Principal