

Section of Manual:	<b>5. SAFE AND SUPPORTIVE ENVIRONMENT – 5.3 STUDENT WELFARE – DUTY OF CARE</b>		
Document	<b>POLICY 5.3.1: DUTY OF CARE</b>		
Date of Endorsement:		Review Date:	
Review Panel	The Chief Executive Officer, Principal and Compliance Manager must be a part of the review of this Policy.		
Purpose:	To ensure: the School exercises its Duty of Care in relation to the supervision of young people on and off the premises and the referral of young people for support services.		
Scope:	Relates to all staff.		
RANGS Manual:	3.6 Safe & Supportive Environment; 3.6.1		
Policy	<p>The School supports the philosophy that all students are capable of exercising control over their own lives with degrees of support that may be afforded by the School staff, Auspicing Body and parents and caregivers.</p> <p><b>Supervision whilst on The School premises</b></p> <p>All students whilst on the property of the School shall be afforded supervision by staff in the breaks and during class time.</p> <p>Generally, students are unable to leave the premises unless they have parent/ caregiver permission. However, the Principal may use discretion in extreme circumstances to allow particular students to exit for specific reasons.</p> <p>When a student has left the property, the School still maintains a Duty of Care that is <b>within reason</b>.</p> <p>This is;</p> <ul style="list-style-type: none"> <li>• We expect the students to maintain a level of behaviour and responsibility that is governed by general law.</li> <li>• If the School believes the student is a direct harm to themselves or other people in the community the school will take steps to contact parents, guardians, police or ambulance if required.</li> </ul>		

Document : 5.3.1 Duty of Care v4

Version #4

Date: February 2021

### **Supervision whilst off The School premises on excursions**

The school will ensure that there are sufficient staff attending for the supervision of excursions. At a minimum, there will be 2 staff per 15 students. Should an excursion be considered to have greater risk, more staff members will be in attendance. For all excursions, The School will follow the policy and procedures as outlined in 5.4.3 Student Excursions.

### **Referrals**

This support may be by way of providing referral options and advocacy to the student in relation to school issues such as student to student or a study issue.

A student may determine that they wish to be referred to other services or would like the School to act as advocates for them. The School will encourage the student to involve the parents/ caregivers in the referral and support process. This is in all situations except where there may be any child protection concerns potentially involving the parent/s/caregiver/s.

Advocacy and referral will be undertaken by the Principal or Student Wellbeing Officer unless delegated to another staff member by the Principal. In this instance, the referral and support process undertaken by the alternate staff member will be carried out under the close supervision of the Principal.

In each case, whether it be referral or advocacy, advice will not be offered to the students, rather choice will be provided, which can be engaged at any time and also withdrawn at any time as determined by the student.

If a student presents with an issue which may be outside of the referral support of the School, the School will call upon Nowra Community Services or a GP and they will support the student with advocacy, referrals, presenting options and advising on the legal level of involvement, if any, of the parents/ caregivers.

For all situations which are unique and may not have a definitive and clear course of action, the Principal or CEO will contact AIS for advice.

Supporting Documentation	5.4.3 Student Excursions 4.1.1 Referral to support services
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Document : 5.3.1 Duty of Care v 3		
Version #3		Date: March 2020