



East Victoria Park Primary School

SCHOOL VISION - Welcoming All, Attaining Excellence

Duty of Care for Students

1. Purpose

This policy outlines the school's responsibility to take reasonable steps to protect students from foreseeable risk of harm while supporting their independence and maximising educational opportunities. It reflects our commitment to providing a safe, inclusive and supportive learning environment for all students.

2. Scope

This policy applies to:

- All school staff (teaching and non-teaching)
- Volunteers
- External providers and contractors
- Students, parents and carers (where relevant to shared responsibilities)

3. Background / Context

The Department of Education (WA) requires all employees to uphold a duty of care to students during all school activities, both on and off school sites. Duty of care involves taking reasonable steps to prevent harm that can be reasonably foreseen, while also encouraging student independence and participation in learning opportunities. This policy aligns with Department requirements and our school values of student wellbeing, safety and respect.

4. Key Principles

- Student safety and wellbeing are central to all decision making.
- Reasonable steps are taken to minimise foreseeable risks.
- Students are supported to develop independence in a safe and supervised environment.
- Staff use professional judgement when managing risks.
- Consistent routines, expectations and supervision support positive student behaviour.

5. Procedures / Guidelines

To meet duty of care obligations, the school will:

- Ensure appropriate supervision of students during all school activities, including before and after school, recess, lunch, excursions and incursions.
- Actively supervise students by moving through assigned duty areas.
- Implement risk management processes for activities conducted on and off school sites.
- Follow Department of Education procedures for specific activities, including excursions.
- Report and respond to incidents, hazards or concerns in a timely manner.
- Comply with Department directives, including bans or restrictions on specific activities or equipment.

Drop Off and Pick Up Guidelines

Morning Drop Off

- Classrooms are open from 8.30am.
- Year 1 – 6 students arriving without a parent before 8.30am must go directly to the library, with their school bag, where supervision is provided from 8.15am.
- Students in Year 1 to 6 arriving with a parent prior to 8.30am must stay with their parent until 8.30am.
- K & PP are dropped at their classroom at 8.30am, by their parent or OSHC provider.
- Students go to classrooms at 8.30am.
- Before school activities such as running club and choir – students should be dropped off within 5 minutes of the advised starting time of the activity.

Afternoon Pick Up

- Parents and carers are to arrange for students to be picked up promptly by 3.00pm.
- K & PP are collected at their classroom at 3pm, by their parent or OSHC (Outside School Hours Care) provider.
- Students in Year 1 to 6, attending OSCH, make their own way to OSCH after school.
- Year 1 –3 students remain under the duty of care of their classroom teacher until they are collected.
- Year 4 to 6 students are dismissed from their classrooms, unless otherwise arranged by the parent.
- If a student is not collected by 3.10pm, the teacher can take the student to the school office to be supervised until the parent or carer arrives.
- A phone call will be made to the parent/carer by office staff to inform them that their child has not been collected.
- Parents are advised that there is before and after school care available on site.

Walking and Riding Home

- Students who walk or ride home must leave the school grounds promptly at the end of the school day.
- Students are not to stay and play after school unless they are actively supervised by their parent or carer.

Playground Duty – Supervision and Duty of Care

All staff share a legal duty of care to take reasonable steps to protect students from foreseeable harm while they are under the supervision of the school.

When on playground duty, staff are expected to:

- Actively supervise students by moving around the duty area and maintaining clear visibility.
- Interact positively with students to promote connectedness, inclusion, and a sense of belonging.
- Be alert and proactive, responding early to unsafe behaviour, conflict, or hazards.
- Support positive and safe play, intervening when required in line with school behaviour expectations.
- Remain on duty for the full rostered time and ensure the area is not left unattended.
- Minimise distractions that may impact effective supervision.
- Respond to incidents and report concerns in accordance with school and Department procedures.

Effective playground supervision supports student safety and wellbeing and is an important part of meeting our duty of care responsibilities.

6. Roles and Responsibilities

School Leadership / Principal

- Inform staff, volunteers and external providers of their duty of care responsibilities.
- Ensure appropriate risk management strategies are in place.
- Monitor compliance with this policy and Department procedures.

School Staff

- Take reasonable steps to protect students from foreseeable harm.
- Follow supervision, risk management and reporting procedures.
- Use professional judgement when responding to student needs and risks.

Students

- Follow school rules and instructions.
- Seek assistance from staff when needed.

Parents / Carers

- Support school expectations and procedures.
- Actively supervise their children when on site before or after school
- Communicate relevant information or concerns that may impact student safety.

External Providers

External providers delivering programs or services are responsible for the supervision, safety and wellbeing of participating students from the commencement of the activity until it concludes. Providers must comply with all relevant legal, safety and child protection requirements and report any incidents or concerns to the school.

7. Communication

This policy will be communicated through:

- Staff induction and ongoing professional learning
- The school website
- Newsletters or school communications as required

8. Review

This policy will be reviewed every two years, or earlier if required, by the School Leadership Team to ensure alignment with Department of Education requirements and school practices.