



Duty of Care Policy

Rationale

All staff are required to uphold the beliefs of our school as expressed in its Vision Statement and keep all children safe at all times, exercising risk management at all times exercising duty of care of children whilst under your supervision, following Education Victoria's policy (See attached link)

http://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

Staff will be working within the Award – Education Service (Catholic Schools) Award and will attend all Staff Meetings and Professional Development sessions, pro-rata part-time, as well as attend planning meetings with team members, coordinators and others.

All staff need to complete school documents – Attendance rolls, work programs and planning sheets, student assessment files, portfolios and other relevant documents and take care of school property and the school environment that have been provided for your use and entrusted to your personal use, e.g. iPads, CD players, computers, cameras, school keys, etc.

It is required that all staff participate in Parent-Teacher interviews and providing parents with ongoing communication, both formal and informal.

Staff will ensure that all out of hours school events are child safe and comply with the Child safety Standards

Expectations:

It is expected that:

- there is a spirit of understanding and cooperation if normal programs are altered
- staff be flexible with programs and timetabling
- all staff continue to develop an awareness in curriculum initiatives and policy through professional development
- all staff are committed to the importance of parent participation; that we work in partnership with parents by supporting and attending out-of-school hours activities
- all staff present a professional image in all aspects of school life
- all staff maintain a safe work environment supporting OH&S legislation
- all staff are aware of School Policies and curriculum documents (Annunciation Primary School, CEM and CECV) and implement them as required
- all staff continue to develop an awareness in curriculum initiatives and policy through professional development

Annunciation's Duty of Care Policy supports **Annunciation's Child Safe Policy**.

Evaluation

- This policy was reviewed in Term 2 2018 through consultation with the staff and will be reviewed again as part of the school's review cycle.