DUTY OF CARE

POLICY

REVIEWED:

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TABLE OF CONTENTS

PRINCIPLES RELATING TO .................................................................................................................. 3
DUTY OF CARE ........................................................................................................................................ 3
CLASSROOM BEHAVIOUR POLICY ................................................................................................. 4
MESSAGES........................................................................................................................................... 4
ROLES AND RESPONSIBILITIES OF LEADERSHIP ............................................................................ 5
ROLES AND RESPONSIBILITIES OF ALL TEACHING STAFF .......................................................... 5
CLASSROOM / YARD INCIDENT REPORT ......................................................................................... 6
OF INAPPROPRIATE BEHAVIOUR ........................................................................................................ 6
ROLE AND RESPONSIBILITIES FOR TIME OUT DUTY TEACHERS ................................................ 7
ROLES AND RESPONSIBILITIES OF STUDENTS .............................................................................. 8
ROLES AND RESPONSIBILITIES OF SCHOOL SERVICES OFFICERS ............................................ 8
ROLES AND RESPONSIBILITIES OF PARENTS/CAREGIVERS ..................................................... 9
PLAYGROUND and YARD DUTY ......................................................................................................... 10
CONTENTS OF CLASSROOM / SPORT (PE) / YARD DUTY BAG .................................................. 11
WET WEATHER POLICY / DAYS OF EXTREME HEAT ...................................................................... 12
STUDENTS WITHOUT HATS ................................................................................................................ 12
WALK ONLY AREAS ............................................................................................................................. 12
RUNNING AREAS ................................................................................................................................. 12
CONSEQUENCES OF UNACCEPTABLE PLAY / BEHAVIOUR .......................................................... 13
GRIEVANCE PROCEDURES ................................................................................................................ 14
ANTI - BULLYING POLICY ................................................................................................................... 15
BEHAVIOUR CODE ............................................................................................................................... 17
YARD DUTY / OUT OF BOUNDS AREAS .......................................................................................... 18
GRIEVANCE NOTIFICATION FORM
In accordance with Education Department, South Australia, Policy and Guidelines:

School Discipline
The Management of Student Behaviour

Our philosophy of Duty of Care is based on these principles:

1. Our school values reflect parent, student and staff consensus and guide the development of a safe caring, orderly learning environment in which the rights of all students to learn and all teachers to teach, are supported and protected.

2. We aim to develop in students an acceptance of responsibility for their own behaviour.

   To develop this acceptance, students need:
   
   • to understand behaviour as a choice made by an individual
   • to have opportunities to discuss and practise appropriate behaviour
   • to have responsible behaviour taught and modelled by the school staff
   • to have their individual responsibility for their own behaviour consistently reinforced and always expected

3. Our Duty of Care policy is reflected by a successful learning / environment.
CLASSROOM BEHAVIOUR POLICY

Teachers will implement plans which best meet their needs and those of the students in their classes. They will negotiate class codes of conduct in support of school values and logical rewards/consequences with their students within the first week of school. These values are to be based on the core values of EPPS, Respect, Integrity, Trust, Caring, Honesty and Responsibility. (RITCHR). They are to be displayed in the classroom, sent to parents in the first classroom newsletter, discussed at Acquaintance Night and continually rehearsed with students.

Teachers need to skill student to make appropriate behavioural choices.

Students can be sent to Buddy class for a short period or Office Time Out once all other avenues to change the behaviour have proved unsuccessful. Students need to bring an 'Incident Report - Classroom'. This form is to be signed by the teacher and sent to the parent, on the day of the Buddy / Office time Out.

Teachers will maintain a record of students sent for Buddy / Office Time Out on the Behaviour Records accessed on T Drive.

Teachers will keep a record, in their classroom, of students sent to them for Buddy Class.

Crisis Management:

High-level inappropriate behaviours by students may include the following and are generally behaviours that put themselves or others at serious risk:

- destructiveness - throwing, damaging property, physical violence, etc.
- physically attacking others
- causing severe disruption to other students' learning
- abusive language

Each class is provided with a set of the cards below:

**RED BEHAVIOUR:** When immediate intervention required
**RED MEDICAL:** When immediate medical assistance is needed.
**YELLOW ASTHMA:** Immediate help needed for treatment of 'asthma'.
**GREEN FABULOUS:** Fabulous work happening.

(These are initially to be found in your Yard Duty Bag but should be kept in a prominent position in the classroom)

MESSAGES

Messages should only be sent around to classrooms between **10.30 – 10.50am**. **MESSAGE LANYARDS** are provided to each classroom. Students must wear these when delivering messages.
ROLES AND RESPONSIBILITIES OF LEADERSHIP

- Ensure that the policy is reviewed annually.
- Organise the Yard Duty roster.
- Investigate parent complaints that are expressed through the appropriate grievance procedures.
- Arrange a meeting with the parents and teachers of students who have frequently attended Time Out. In these meetings a Re-entry contract may be negotiated for that student.
- Follow up Re-entry contracts.
- Manage the procedures for Take Home, Suspension and Exclusion.

ROLES AND RESPONSIBILITIES OF ALL TEACHING STAFF

- Negotiate classroom codes of conduct, based on school values and logical consequences with students. Display school values in the classroom and send a copy of values to parent / caregivers.
- Enter Buddy Class and Office Time Outs under T Drive.
- Consistently monitor safe yard behaviour and follow through the consequences.
- Acknowledge responsible behaviour.
- Follow through Re-entry programs.
- Take measures to involve parents in a positives classroom/yard reward system.
- Ensure that students attend make up time in the Time Out room.
- Inform Sue of any shortage of materials which are needed in Class First Aid / Yard Duty bags.
CLASSROOM / YARD INCIDENT REPORT
OF INAPPROPRIATE BEHAVIOUR

Incident Report – YARD  (Yellow Sheet)

USED FOR
• Giving a Time out or recording of an harassment/bullying in the yard.

PROCESS
Before giving a Time Out:
• Gather all information
• Consider risk caused by action
• Use ‘benching’ or ‘walk with teacher’ for minor offences

When behaviour necessitate Time Out
• Write out the report on the yellow sheet. Put it in the T/O box in the staff room
• Give the student a blue T/O reminder card if giving T/O

Incident Report – CLASSROOM  (Purple Sheet)

USED FOR
• Notification to parents of their child’s inappropriate behaviour or bullying / harassment in the classroom
• Notification of a student requiring Buddy Time Out
• Notification of a student requiring Office Time Out

PROCESS
• For follow up in the classroom
  Record the incident of harassment/bullying or inappropriate behaviour in the classroom, on the student’s Behaviour Record accessed on T Drive.

• For Buddy Time Out
  Send the completed form home to be sighted and signed by the parent
  Record that the incident sheet is sent home and record its return by parents.
• Buddy Time out should be for short periods. (max 10 minutes)

  Buddy Class Teacher
  • Will set up Buddy Time out monitors
  • Will skill monitors to ensure Buddy students are recorded on Buddy Sheet.
  • Will ensure students are supervised inside classrooms not in corridors or verandahs.
• **For Office Time Out**
  Tick the appropriate box and write a description of the behaviours.
  Send the form with the student to the office. Original will be sent back to the classroom teacher, to be sent home to parents, to be signed and returned. Teacher, as soon as possible, will record behaviours on Student’s Behaviour Record on T Drive.

**Leadership Staff**
- Will return the form with the student when they return to the classroom.
- Keep computer records of actions taken by leadership on T drive.
- Refer to these records when determining appropriate consequences of repeated inappropriate behaviour.

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**ROLE AND RESPONSIBILITIES FOR TIME OUT DUTY TEACHERS**

- As the Time Out Duty teacher, your classroom becomes the Time Out Room.
- Check time out wheel, located on wall outside Admin area, is showing correct classroom number.
- Collect the Time Out Cards from Staff Room at Recess time.
- Time Out Duty is from 12.45 to 1.00pm.
- Transfer the information from the Time Out card to the ‘Peacekeeper Program’.
- If there is sufficient time, counsel the student verbally eg.
  - is this behaviour acceptable?
  - what will you do differently next time?
- Notify the class teacher of non-attendance.
- Notify the Assistant Principal of continued non-attendance.
- Put Time Out Cards in Incident Report Folder in staffroom
- If student behaviour in Time Out is inappropriate they are given one warning. If the behaviour continues to be inappropriate, an additional Time Out is issued.
- Non attendance (other than through illness, or classroom time-out) will result in an additional Time Out period.
- Classroom teachers are required to advise the duty teacher of student absences.
ROLES AND RESPONSIBILITIES OF STUDENTS

- Put bikes in the bike rack; walk them through the path by the car park area.
- Use sinks for washing hands and faces and turn them off when finished.
- Use the toilets in an appropriate way.
- Put rubbish in the bin.
- Look after trees and gardens by not climbing or stepping on them or pulling bits off them.
- Use grievance procedures.
- Return the sports equipment that is borrowed and behave appropriately when borrowing / returning.
- Move sensibly inside when the wet/hot weather siren is heard.
- Use a green & white card to enter building and return card to Yard Duty Teacher.
- If injured in the yard, at play times, see the yard duty teacher for assistance
- Asphalt area is a Walk Only Zone unless using the courts for Netball or Basketball.

If given an Incident Report – Yard (Yellow)
- be on time
- give form to Time Out teacher
- follow Time Out room rules

ROLES AND RESPONSIBILITIES OF SCHOOL SERVICES OFFICERS

- Be familiar with the Duty of Care Policy.
- Order / supply / First Aid requirements for the Class First Aid / Yard Duty bags.
- Provide First Aid assistance to students holding an assistance card.
- Make sure the Time Out materials are stocked.
- Refill Class First Aid / Yard Duty bags with proformas as may be requested by teaching staff
ROLES AND RESPONSIBILITIES OF PARENTS/CAREGIVERS

- Read the Duty of Care Policy that is available from the Office.
- Support the School Values.
- If requested, attend a meeting with the Principal /Assistant Principal/Counsellor or a nominated Staff member.
- Complete a Grievance notification Form where problems arise. The yard duty teacher involved will then investigate the concern. The teacher or Principal/Assistant Principal who will arrange a meeting time in order to resolve the situation.
- Do not to send students to school prior to 8:30am as teachers do not commence supervision in the yard until then.
  - If students arrive at school before 8.30am they will remain outside the school entrance.
  - Out of School Hours Care is available in the mornings from 7.00am to 8.30am.
- Do not allow pre-school students on play equipment prior to 9.00am and during morning recess 10.55 - 11.15am, or whilst equipment is being used by classes.
PLAYGROUND and YARD DUTY

YARD DUTY:
- Be there on time and carry the Class First Aid / Yard Duty bag.
- Wear fluoro coats or vests provided.
- Counsel student who receive a warning or Bench time.

When issuing an Incident Report – Yard (Yellow Card)
- complete all the details and Bench,(in the nearest area), the student for the remainder of the period. The card is to be placed in the Time Out folder by the Staff Room or in the teacher’s pigeonhole for younger students.
- If issuing a card at recess time. The student needs to go to Time Out at lunch time that day. If at lunch time that day - Time Out the following day.
- Canteen Area Duty Teacher supervises return of Sports Equipment at the end of play.
- Oval Duty teacher, at recess and both lunch duties, must have the Asthma Kit with them whilst on oval duty. This is kept for the week and returned to the day book area at the end of the week ready for the next week.
- Eating Area Duty Teacher to ensure that children are seated to eat and all rubbish goes n the bin.

HALL LUNCHTIME USAGE – see ‘pictorial’ roster in Induction Book.

LUNCH TIME RULES FOR HALL (students) Terms 2 & 3
1. Wait for teacher before entering the Hall
2. Food and Drink are to be eaten under the verandah.
3. Use of the stereo is to be supervised
4. Keep play equipment at the level of the brick wall
5. Students to borrow equipment BEFORE entering the hall
CONTENTS OF CLASSROOM / SPORT (PE) / YARD DUTY BAG

Issued to each classroom include:

<table>
<thead>
<tr>
<th>First aid emergency records</th>
<th>Yellow Asthma Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>First aid procedures</td>
<td>Asthma Manual</td>
</tr>
<tr>
<td>Head bump and arm injury notification to parents</td>
<td>First Aid Manual</td>
</tr>
<tr>
<td>First Aid Record Book</td>
<td>Set of Attention cards</td>
</tr>
<tr>
<td>Disposable face masks x 1 (small packet version)</td>
<td>Time Out &amp; Office card</td>
</tr>
<tr>
<td>Bandaids / Tissues / Cotton Wool Balls / Gloves</td>
<td>Triangular bandage x 1</td>
</tr>
<tr>
<td>Melolin non stick adhesive dressings x 5</td>
<td>Sterile saline solution x 1</td>
</tr>
<tr>
<td>Asthma kit when on duty</td>
<td>Sterile Dressing x 1</td>
</tr>
<tr>
<td>(to be collected from previous duty person each Monday) for oval duties and to be taken on camp or excursion (see Sue)</td>
<td></td>
</tr>
</tbody>
</table>

ATTENTION CARDS in duty bags:

- **Yellow & White** "I am hurt" - student request for First Aid attention. Send student with a helper to the office. First Aid Officer's decision whether ice is warranted.

- **Green & White** - for student to enter building (only in emergencies – not for menial things such as having left their hat inside etc.)

- **Red & White** "Urgent I need help"

- **Blue & White** “Time Out” Cards

- **Blue** "Office" card - teacher's permission to come to office.

- **Ice Card**
  - it is your responsibility to administer first aid and record this in your first aid book in your bag. ICE will not be given to a student requesting it unless accompanied by a note.

Students must return cards to the Teacher.

**Detailed information on First Aid and Classroom / Duty bags** in Staff Induction Policy and Roll Book.
WET WEATHER POLICY / DAYS OF EXTREME HEAT

On days of extreme heat (forecast temperature to exceed 36 degrees C) student are to remain in their classrooms at lunch times. On these days teachers on duty at recess time have the option of allowing play or ringing a return to room siren if conditions are extreme. When students are sent in at recess time teachers may choose to take their students to the Hall or Discovery Centre as the air conditioning is more effective in these areas.

On days when wet weather prevents outside play, student will remain indoors. If wet weather occurs during play periods the siren will be sounded to indicate to the students they are to return to their classroom area.

- Yard Duty (Asphalt) teacher’s decision to sound siren (3 times) for students to return to their class.
- Supervision of classes must be arranged between teachers (in pairs)
- Time Out teacher on duty to decide if students need to return to Time Out the next day.
- Time Out students to be sent back to classes. It is assumed Time Out is completed.

STUDENTS WITHOUT HATS

- To sit on aluminium seats in the shade along the wall of the double storey brick building.

WALK ONLY AREAS

- All play equipment areas
- Under all verandahs and around buildings.
- Driveway and path from asphalt to Oval.
- All asphalt areas except during organised ball games, on courts.

RUNNING AREAS

Organised games on:

- Netball/Basketball courts  
- Oval
CONSEQUENCES OF UNACCEPTABLE PLAY / BEHAVIOUR

Teachers are to use their Professional judgement to decide upon a logical consequence for inappropriate behaviour. It is assumed that this will include input from students. Possible consequences are;

REMINDER / BENCHING - Examples

- Inappropriate hat/no hat in designated shade area
- Eating on equipment
- Climbing trees
- Running in inappropriate areas
- Climbing on perma-pine / metal guard rails
- Inappropriate use of playground / sports equipment
- Pushing in line at the canteen
- If R/2 students play on yr 3-7 equipment and vice-versa

It is the Yard Duty teacher’s responsibility to either dismiss the student from the benching or inform the next teacher coming out on Yard Duty.

TIME OUT

- Unsafe play that is a risk to others – Throwing, hitting with sticks
- Rough play – play fighting
- Offensive language - verbal abuse, swearing at a person
- Bullying/Harassment - physical, verbal, sexual, racial in class or yard
- Damage to property (school or other)
- Fighting
- Out of school boundary
- Not following instructions
- Repeated running on hard surfaces
- Littering
- Spitting
- Repeatedly playing without a hat
At our school we support the right of any member of the school community who believes our school behaviour code is not being supported or enforced appropriately to have their grievance addressed.

**STUDENTS**
- arrange a time to speak to the teacher
- let the teacher know what you consider to be unjust or unfair.
- if the grievance is not addressed you have the right to speak to someone else.

This could be:
- another teacher
- the counsellor
- Assistant Principal or Principal

**PARENTS**
- arrange a time to speak to the appropriate teacher through contact with the teacher
- if the grievance is not addressed arrange a time to speak to someone in the school leadership team.
- if you are still dissatisfied approach the District Director or his/her executive assistant who will try to assist you resolve the situation.
- services outside the school you may wish to contact for advice or support could include:
  - DECS Project Officer
  - Interagency SBM
    Phone (08) 8226 1029
  - Aboriginal Legal Rights
    321-325 King William St.
    Adelaide  5000
- parents are not to approach students from other families

**TEACHERS**
- arrange a time to speak to the person concerned.
- if the grievance is not addressed speak to your line manager and ask their support in addressing the grievance.
- if the grievance has still not been resolved speak to someone else in the leadership team.
- if you are still dissatisfied approach the District Director or his/her executive assistant who will try to assist you to resolve the situation.
East Para Primary School is committed to providing a safe and caring environment, which fosters respect for others and does not tolerate bullying.

At Our School, Bullying Is Defined As:

Repeatedly hurting another person who is less powerful either physically or psychologically.

Bullying behaviour can take many forms. We consider the following behaviour to be bullying:

Physical
- Hitting, kicking, punching
- Pushing, shoving, spitting
- Making rude gestures
- Taking or damaging something which belongs to someone else
- Forcing others to hand over food, money, or something, which belongs to them.
- Making someone do something they don't want to.

Verbal
- Name calling
- Teasing
- Threatening
- Making fun of someone because of their appearance, gender, physical characteristics or cultural background
- Making fun of someone’s actions

Indirect
- Excluding others from a game or group
- Spreading rumours or untrue stories about others
- Invading someone’s personal space
- Sending hurtful SMS or email messages
STRATEGIES WE WILL USE TO DEAL WITH BULLYING BEHAVIOUR

At East Para Primary we will:

- Openly talk about bullying behaviour
  - What it is?
  - How it affects us?
  - What we can do about it?
- Teach our students the skills needed to empower them to take responsibility for themselves:

Grievance Procedures

1. Solve the problem yourself - Use “I” statements.
2. Walk away or be assertive.
3. Tell a Teacher or other trusted adult.
4. Keep reporting incidence of bullying behaviour either as a ‘bystander’ or ‘target’.

Responsibilities of Staff

- To deal with all reported and observed incidence of bullying behaviour as set out in the policy.
- To model appropriate behaviour.
- To report incidence of bullying behaviour to the Principal if warranted.
- To discuss the incidents with parents of students involved if warranted.

Responsibilities of Parents

- To watch for signs that their child may be a target of bullying behaviour.
- To speak to someone on the staff at East Para if their child is a target of bullying behaviour, or they suspect that it is happening.
- To educate their child to report if they are a target of bullying behaviour.
- To speak to someone on staff if their child discloses to them information about another student who may be a target of bullying behaviour.

Reporting Bullying Behaviour

- Incidence of bullying behaviour can be reported to any teacher or to the Principal/Assistant Principal or Counsellor by students and their parents.
- All incidents of bullying behaviour will be investigated by a teacher or Principal/Assistant Principal.
Incidents

- Bullying behaviour will be recorded and this record will be monitored and used to evaluate bullying behaviour trends in the school.

Responding to Reported Incidents of Bullying Behaviour

When an incident of bullying behaviour incident is reported or observed we will use the following graded sanctions.

- Mediate between the parties involved.
- Remind the perpetrator that the behaviour is unacceptable. Support the targeted person and record the incident on the purple incident sheet.
- Warn the perpetrator of the consequences of further incidents.
- Monitor the behaviour of the students involved.
- If the bullying behaviour continues, then a letter will be sent to the parents of the perpetrator informing them of their child’s behaviour and if necessary schedule an interview to discuss the issue.

If none of these sanctions are successful in stopping the bullying behaviour, there may be an exclusion from playground time or suspension from school.

BEHAVIOUR CODE

At our school we aim to:

- Use our school values (RITCHR) to create a safe, caring, orderly and productive learning community.
- Provide students with opportunities and support to experience success through appropriate decision making.
GRIEVANCE NOTIFICATION FORM
(Parent to complete)

To be used for Time Out Inquiries/Concerns

Name: (Parent) __________________________________________________________
Student’s Name __________________________________________________________
Year Level: _______________________________________________________________
Class Teacher: _____________________________________________________________
Statement:

Follow up required?  Yes/No
If yes, do you request an investigation followed by:
• A phone call   OR
• A meeting
• (Please circle preference)

Please list your preferred appointment times and dates should you require a meeting with
senior staff.
1. _______________________________________________________________

2. _______________________________________________________________

3. _______________________________________________________________

The matter will be investigated and you will be contacted promptly.
Thankyou

Office Use Only:
Notification Received: ____________________________________________
Action Taken: ________________________________________________