



STPATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.4

Duty of Care / Health Safety & Welfare

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INTRODUCTION

St Patrick's Technical College has a duty to:

- Educate the young people in its care in all dimensions of life with particular emphasis on the vocational dimension.
- Welcome young people into a vocational learning community that is founded on Christian values and invites them to grow in responsibility and freedom as citizens and workers
- Prepare young people in its care for life and to develop within them an open and critical attitude to the world and the society in which they live which is based on empathy, tolerance, respect and understanding.

DUTY OF CARE

The Duty of Care policies and processes for St Patrick's Technical College are developed and refined within the South Australian Commission for Catholic Schools (SACCS) DUTY OF CARE POLICY 2004. This policy is underpinned by existing legal obligations and principles and will be implemented in accordance with Statute Law and Common Law, as well as the SACCS' Vision Statement, Charter for Teachers and Development of Personal Responsibility Policy.

1. Definition

"Duty of Care relates to the relationship which exists between a teacher and a student, a school authority and its students and may also exist between non-teaching staff and students depending on the role of the staff member. Teachers, non-teaching staff and schools owe a duty to students to take all reasonable measures to protect their safety and welfare."

Staff of St Patrick's Technical College know and understand that if an injury results from a teacher's, or a non-teaching staff members, or the College's failure to exercise the required and appropriate standard of care, a negligence claim may result. Staff members are also aware relationships between staff and student and their family and indeed the relationship between the College, its students, their families and the College community are also likely to suffer. Indeed the College's good name and reputation may be brought into disrepute.

There are on-going and timely reviews of all Duty of Care, Health, Safety and Welfare and supervision procedures and policies on a regular basis and further development and consolidation of relevant documentation.

2. Disclosures Made in Confidence

Staff are trained as part of their duty of care to know how to deal with disclosures by students that put them or someone else's safety at risk, for example, they are suicidal or they are planning to run away from home.



Procedures are developed and training undertaken. The policy and procedures will be reviewed from time to time and particularly after an incident to ensure that the matter was dealt with in an appropriate way.

3. Supervision

a. Yard Duties

The College has a duty to provide adequate supervision at all times and particularly when the College is operating. Staff members are to arrive at their designated yard duty area punctually and actively and vigilantly patrolling the required area.

Duty Areas, Yard Duty Times (before, during and after College hours) and rosters will be developed by the College leadership team prior to the commencement of school operations. Specific Area Duty Statements will be issued to staff prior to the commencement of each Semester.

The College will also ensure through the development of a "Student Protection and Duty of Care" agreement with Employers and Registered Training Organisations that there is adequate and appropriate supervision of students/trainee apprentices when they are involved in both on- and off-the-job training.

The College will develop programs to assist employers with their duty of care responsibilities if required to ensure the safety of trainee apprentices.

b. Classroom Supervision

The College has developed a system which will provide appropriate and sufficient supervision of its senior secondary students, who are on the brink of adulthood and indeed part-time apprentices and employees as a result of being signed up to an Australian School Based Apprenticeship. Classroom supervision complies with the standard of duty of care that is expected by SACCS.

The College endeavours to engender within students a sense of personal responsibility and an awareness of their responsibilities as students, apprentices and employees.

A Code of Conduct (refer Policy 5.11 – Student Code of Conduct) has been developed by the College with the involvement of students concerning classroom behaviours and expectations.

Much closer supervision is required and demanded in science laboratories, commercial kitchen, and technical workshops, where there is often an intrinsic danger, such as when using a band saw, welding equipment, power tools, mixing chemicals, using heat, boiling water, fat or oil in cooking. It is not prudent under these situations to leave students unsupervised in potentially dangerous situations.

Specific hazardous areas/programs have been identified and procedures developed.

c. Excursions and Off-Campus Activities



The standard of care to be exercised on excursions is generally higher than that at any other time. Students may be involved in inherently more risky situations and they are often in unfamiliar environments. The risk is often greater and consequently so is the potential risk of injury.

Recommended staff / student / third party provider / contractor / paid instructor ratios will be adhered to.

The procedures developed use the SACCS Policy document relating to Excursions and Camps. Roles and responsibilities of staff, planning and supervision requirements will be developed. Volunteer workers, third party providers and specialist instructors are required to undergo a police check and their skills, level of competence, including first aid qualifications checked. They will be inducted on matters relating to duty of care, supervision of students in their care and Work, Health and Safety (WHS) responsibilities and procedures. Volunteers and third party providers should be involved in the planning process and aware that primary duty of care for students rests with the teacher.

Appropriate documentation for the planning, communication strategy, and conduct of an excursion and off-campus activities are to be developed to ensure the safety and well-being of students as well as staff, volunteers and other third party providers.

Risk Assessments are to be prepared for all excursions.

A College contact person will be identified and readily contactable at all times for the duration of the activity, have access to all the relevant information pertaining to the activity, able to communicate readily and quickly with the travelling party and action emergency services if required and liaise with College/emergency services and parents.

Processes, procedures and documentation are to be reviewed and refined and where necessary further developed.

4. Safety in College Working Areas

Appropriate policies and procedures have been developed to ensure that all classrooms, laboratories, workshops, staff preparation rooms and general amenities areas are safe for all students, staff, contractors and visitors.

The College has ensured that the policy covers the appropriate and safe storage of chemicals, the disposal of residue and waste chemicals, student behaviour in risk areas, protective clothing and body protection, safety and first aid equipment.

5. Worksite and Vocational Training Sites

As a vocational senior secondary College, St Patrick's Technical College has a non-delegable duty to ensure the safety of its students who will be undertaking both on- and off-the-job training on premises that are not owned or controlled by the College.

The College will establish partnerships with employers and registered training organisations of good repute and excellence.



It will obtain appropriate documentation and confirmation of the suitability, qualifications and experience of those who are conducting both on- and off-the-job training and enquire about the character and screening processes for the recruitment of staff.

The College will, through the development of a "Student Protection and Duty of Care" agreement, clearly set out its roles and responsibilities as well as those of the employer and registered training organisations in relation to training and instruction of students as well as the safety and well-being of students including their pastoral care.

The College recognises that in addition to the owner of the premises, it may be liable for any accidents occurring on such premises.

The College expects worksites and registered training premises to be safe and suitable, comply with WHS requirements and that the owner of the premises has suitable public liability insurance.

The College will work with employers and registered training organisations to redress any concerns in this area prior to students commencing on-the-job training with their employer.

6. Emergency Evacuation and Lock Down and WHS Policies

The College has developed policies and procedures covering all work, health and safety matters as well as emergency evacuation procedures in accordance with the Catholic Church Safety Manual and WHS Guidelines developed by the Catholic Church to ensure the safety and welfare of both students and staff.

7. Transporting Students

Members of staff, who drive students in a vehicle of any description, are required to have a current driver's licence applicable to the type of vehicle being driven. Parental consent is necessary before any student travels in any transport driven by a staff member.

8. Student Motor Vehicles

St Patrick's Technical College has developed a policy to ensure that students who drive to school are provided with Driver Education programs and other information that will enable them to drive safely and responsibly.

Students need to be aware of their legal obligations as drivers of vehicles, particularly in relation to the safety of passengers, other road users and pedestrians.

Student drivers are required to park cars in the College student car park and not in neighbourhood streets.

Parental consent is required from all relevant parents/guardians concerning student drivers transporting other students to and from College and to College related activities.

Parents are required to support the College to enforce this policy and to any consequences that are invoked if breaches occur.



Policies and procedures relating to students driving cars to and from the College are detailed in policy *5.11 - Student Code of Conduct*.

FIRST AID, HEALTH MANAGEMENT AND WORK HEALTH AND SAFETY (WHS)

Senior secondary students can take responsibility for their own health care. Students will be supported in learning about and developing responsibility for their own health, safety, well-being and personal care needs in on-emergency situations. Self-management should be agreed by the student and their family, the College and the treating health professionals.

1. First Aid and Health Management

The College has developed policies relating to First Aid and Health Management based on the publication developed by the Department of Education and Children's services, prior to the commencement of operations.

This involves staff, students and their families understanding and following the school's health support procedures, the management of health support planning and confidentiality. Families will be alerted to the need to provide health care plans if students require individual support.

The College will ensure all staff members have a current Basic First Aid qualification so that they are able to discharge their duty of care responsibilities with respect to the treatment of minor injuries and disabilities. Further training for those members of staff who wish to qualify as a Senior First Aid Officer will be provided by the College. The College's first aid centre also incorporates sick rooms, where ill-disposed students and/or staff are provided with First Aid treatment and/or rest, until an assessment is made as to any further treatment.

A confidential register has been prepared to record any medical condition requiring monitoring or special treatment of students by staff – refer to policy 518, Student Medication.

The administration of medicines to students by staff will not occur without prior approval of the student's parents.

To deal with more serious injuries/illness an Ambulance Cover policy has been taken out by the College so that an Ambulance, if and when required, can be called, and the cost covered. A staff member will accompany an injured/sick student who is transported by Ambulance.

The College has also taken out a School Activities Insurance Policy for each of its students, to assist parents/guardians/students to meet consequent medical expenses.

Full reports of all accidents (except very minor ones), incidents and near misses that occur at the College are prepared. These are collated by the WHS Coordinator, input electronically to the CSH&W Incident Reporting database and a hard copy is kept on file. These reports will be stored for a minimum of 7 years, or until the injured person attains 25 years of age.



2. Sun Protection

The College has developed a Student Sun Protection Policy (Policy Number 5.16). This policy is particularly relevant to students involved in outdoor trades and/or activities.

3. Safe Foods

The College complies with its duty of care in relation to producing safe food and the Food Safety Standards in relation to the College Commercial Cookery strand of its training.

RELATED POLICIES

- *4.14 - Sun Protection / Hot Weather*
- *5.1 - Pastoral Care*
- *5.5 - Anti-harassment and Anti-bullying*
- *5.6 - Drugs*
- *5.10 - Excursions*
- *5.11 - Student Code of Conduct*
- *Work Health & Safety**
- *Vehicles**
- *Emergency Procedures**

** Catholic Safety Health and Welfare (CSH&W) policy*