



# SILVER TREE STEINER SCHOOL

## Duty of Care Policy

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2024

This policy applies to: Head of School, Teachers, Leadership Team

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## Policy

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### Overview and Purpose

At Silver Tree Steiner School, we are committed to fulfilling our duty of care, which is defined as the legal obligation to take reasonable steps to minimise the risk of harm to our students.

This Duty of Care Policy outlines how we uphold this responsibility to ensure the safety, well-being, and holistic development of each student entrusted to our care.

### Roles and Responsibilities

- **Board of Governors**

The Board of Governors has a non-delegable duty of care to its students and plays a crucial role in setting the tone and standards for student care and safety. It is accountable for setting the framework of and overseeing the development, implementation and enforcement of the school's policies, procedures and protocols to ensure that the duty of care is discharged by the school.

This duty is separate from the duty of care owed by teachers.

- **Teachers**

Teachers hold the primary responsibility for exercising duty of care to their students. This includes through direct supervision, creating a safe and supportive learning environment, conducting risk assessments, following school policies and procedures and implementing measures to minimise risks associated with school activities and events.

Teachers owe a duty of care to their students:

**During School Hours** - when students are on school premises during school hours and during school-related off-site activities such as excursions.

**Before and After School:**

- **Prior to school start:** 8.15am - 8.30am (Mon – Fri)
- **After school finish:** 3.15pm - 3.30pm (Mon – Wed, Fri) 2.15pm - 2.30pm (Thursdays)

**Offsite Activities** – For all offsite activities, such as excursions and camps, duty of care applies for the duration of the activity, until children are collected by their parents/guardians.

**External Providers** – while the external provider may have 'charge' of the activity, the duty of care to the students remains with the teacher.

- **Head of School and Leadership Team**

The Leadership Team supports teachers in fulfilling their duty of care obligations by providing guidance, training, resources, and ensuring compliance with policies and legal requirements. The Head of School is responsible for implementing and monitoring this policy, ensuring all aspects of duty of care are upheld.

- **Non-Teaching Staff and Volunteers**

Support staff and volunteers collaborate with teachers to maintain a secure environment conducive to student safety, learning and well-being, in accordance with the school's policies and procedures. However, teachers still retain the overall duty of care to students.

## **Risk Management**

The Leadership Team will identify, assess, and manage risks through regular inspections, risk assessments, audits and by implementing appropriate control measures to mitigate risks. This includes physical hazards, behavioral risks (such as bullying), and other safety concerns.

In liaison with the Education Coordinator, Teachers are responsible for assessing risks in their classrooms and during school activities and implementing risk mitigation measures.

## **Workplace Health and Safety**

Procedures are in place to ensure health and safety standards are maintained, including emergency drills, first aid provision, and hygiene protocols.

## **Child Protection**

As a *Child Safe Organisation*, Silver Tree Steiner School is committed to child safety and wellbeing. The school has comprehensive policies and procedures in place to safeguard children from harm, including clear reporting mechanisms for any concerns regarding child safety and protection.

The school conducts pre-employment screening of all staff during the recruitment process and maintains a register of staff clearances. Contractors and volunteers also undergo checks and clearances as appropriate to their role and work with the school.

## **Emergency and Incident Management**

The school has clear protocols for evacuation, lockdown, emergencies and incidents that are communicated to staff and the school community.

All incidents that affect the safety or well-being of students or staff are documented, reported, and responded to promptly, with appropriate follow-up actions.

## **Training and Development**

Regular training is provided to staff in areas such as child protection, first aid, behavior management, and emergency procedures to equip them with the skills and knowledge necessary to fulfill their duty of care responsibilities effectively.

## **Implementation**

Each teacher is responsible for implementing and adhering to this *Duty of Care Policy* in their daily interactions and activities with students. The Head of School, with the support of the Leadership Team, is responsible for monitoring to ensure consistency and compliance across the school.