



Policy Name	Duty of Care Policy
Related Policies and Legislation	Protection from Liability Act 2002 Occupational Safety and Health Act 1984 Civil Liability Act 2002 Occupiers Liability Act 1985 School Education Act – s63 (1) and 64(1) School Education Regulations 2000, regulation 38 & 39 Mandatory Reporting Policy
Policy Category	Student Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	31 August 2010 12 April 2015 – Re-Formatted
Date Set for Review	September 2015
Person/s Responsible for Review	Treetops Administration

Duty of Care Policy

1. Treetops Montessori School's staff are required to take reasonable care for the safety of all students under their control and supervision. Teachers and staff must respond to all elements of foreseeable risk and take "reasonable" steps to ensure that a student does not risk injury and that the health of the student is not put at risk.
2. Volunteers and external providers will be made aware that they also must respond to all elements of foreseeable risk and take "reasonable" steps to ensure that a student does not risk injury and that the health of the student is not put at risk.
3. Teaching staff are required to fully acquaint themselves with all policy and procedure relating to Duty of Care and with the Student Medical Listing and Individual Health Plans.

4. Teachers are required to administer medication or provide assistance to a student in an emergency situation where the teacher is reasonably aware of, and able to take some action which could reduce or prevent harm being done to the student.
5. The school has a nominated Occupational Health and Safety Officer who is responsible for assessing the school on a regular basis to ensure that there are no risks. They are required to make any changes that they are able to make and to report any other areas of concern to the office.
6. When assessing what is “reasonable” staff and volunteers should be aware of student’s age, experience and capabilities; physical and intellectual impairment; medical condition; behavioural characteristics; the nature of the activity and the environment in which it is held; level of risk involved in the individual activity; school policy and procedures.