



CARNARVON
CHRISTIAN SCHOOL

"Walk as Children of Light"

DUTY OF CARE POLICY

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CARNARVON CHRISTIAN SCHOOL; DUTY OF CARE POLICY

1 POLICY

This Policy covers Carnarvon Christian Parent Controlled School Association (Incorporated), which administers Carnarvon Christian School. CCS will be used to refer to the school in the following document.

This Policy applies to all employees and contractors of the CCS Association.

A] Teaching staff of CCS owe a duty of care to take reasonable care for the safety and welfare of students whilst they are involved in school activities or are present for the purposes of a school activity. The duty is to take such measures as are reasonable in all the circumstances, to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken.

B] In discharging their duty of care responsibilities, teaching staff of CCS must exercise their professional judgement to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging student's independence and maximising learning opportunities.

C] When non-teaching staff, volunteers and external providers at CCS agree to perform tasks that require them personally to care for students [in the absence of a member of the teaching staff], they will also owe a duty of care to take such measures as are reasonable in all the circumstances to protect students from risks of harm that ought reasonably to have been foreseen.

2 BACKGROUND

2.1 Introduction

Duty of Care is a legal concept that has its origins in the common law. The common law is a collection of legal principles that have been established over time by the courts. The duty of care principle not only underpins, but to a large extent drives, most school policies and practices. This policy attempts to explain, in plain English, what 'duty of care' means to CCS staff; how teaching staff at CCS may discharge their duty of care to students; and the circumstances in which non-teaching staff, external providers and volunteers at CCS may owe students a duty of care.

3 PROCEDURES

3.1 Reasonable Care

What constitutes reasonable care will vary according to the circumstances, but the following factors, although not necessarily exhaustive, must be taken into consideration in assessing the 'reasonableness' of the level of care required for a particular student at CCS.

- The number of students involved
- The student's age, experience and capabilities (generally younger children require greater level of care)
- Physical and intellectual impairment; A student with a disability is generally exposed to a higher level of risk of injury than a student without a disability. This may be because the student with a disability suffers from an impairment of motor skills or physical coordination, a lack of inhibition or control, or it may be because the student has a limited appreciation of the possibility of danger. Where physical or intellectual disability is such as to enlarge the inherent risk in undertaking a school activity, then appropriate precautions must be taken.
- Medical conditions
- Behavioural characteristics
- The nature of the activity and the environment in which the school activity is undertaken
- Any conflicting responsibilities that the school or staff member may have &
- Normal practices within CCS and departmental policies & procedures
- Supervisor's level of experience, attitudes and skills
- Supervisor's relationship with the students. (difficult vs positive relationship)

All activities should be risk assessed before being undertaken using CCS risk assessment procedure. (Probability and degree of harm occurring and mitigation required)

3.2 Assessing the level of risk involved in any individual activity

When assessing the risk involved in a CCS school activity, consideration must be given to the following factors;

- The probability of the risk occurring;
- The magnitude of the risk;
- The expense, difficulty and inconvenience involved in alleviating the risk.

For more detailed information regards assessing risks, refer to the CCS Excursions, Incursions & Camp's Policy.

It is important to understand that what is 'reasonable' will vary from circumstance to circumstance (eg: taking a primary school class on a beach excursion is completely different to taking a high school swim team on a beach excursion - what will be reasonable supervision for one will be wholly inadequate for the other).

3.3 Teaching Staff

Teachers at CCS are not limited to specific school activities but includes **being aware of and implementing** all school policies affecting student's safety and welfare providing adequate supervision, ensuring grounds and equipment are safe for students to use, choosing appropriate persons to care for students and providing appropriate medical assistance if required.

Generally, non-teaching staff, including Teaching Assistants, volunteers (eg. parents) and/or external providers must take reasonable care to avoid doing things that could reasonably be foreseen as causing harm and/or injury to others (including students).

Non-teaching staff, are not generally personally responsible for students and do not have the same duty of personal care to students as do teachers.

However, in certain situations and under certain conditions teachers may delegate their duty of care to non-teaching staff, in which case they will then owe the same level of care to students as a teacher.

Before the school and/or the teacher delegate the duty of care responsibility to non-teaching staff, CCS will satisfy the following conditions.

The non-teaching staff :

- Are suitable for the task being delegated.
- Agree to assume this personal duty of care for the students.
- Has been provided by teaching staff with clear instructions as to the level of care required.
- That non-teaching staff or external providers **agree** to assume the duty of care of students
- Teacher provides clear instructions as to the level of care required.

Please note that it is prudent that teachers always assume duty of care of their students.

4 RELEVANT LEGISLATION OR AUTHORITY

4.1 Legislation

- Working with Children (Criminal Record Checking) Act 2004
- Volunteers (Protection from Liability) Act 2002 (WA)
- Occupational Safety and Health Act 1984 (WA) for providing a safe environment
- Civil Liability Act 2002
- Occupiers Liability Act 1985
- School Education Act (WA) s63 (1) and 64(1)
- School Education Regulations 2000 (WA), regulations 38 and 39

These sections of the School Education Act and Regulations apply only to government schools; however, the issues contained are also relevant to non-government schools eg. functions of Principals and teachers, care and welfare of children.

4.2 Related Carnarvon Christian School Policies;

Although nearly every policy produced by Carnarvon Christian School has duty of care issues, the following policies are of most importance;

The policies listed below will assist staff to meet their duty of care responsibilities in a range of circumstances;

Child Protection

Behaviour Management

Duty of Care

Excursions, Incursions & Camps policy

Health and Safety [OH&S]

Risk Management
Student Health Care
Working With Children Checks
Access & Family Court
First Aid, Accident and Illness Policy
Substance Abuse Policy

5 DEFINITIONS

5.1 Caring

Caring for students may assume different meanings depending on the context. However, examples include [but by no means limited to] not putting students at risk by doing something or failing to do something that could cause the student to suffer injury or harm, taking precautions, intervening to prevent obvious hazards from causing injury or harm, following safety procedures and providing adequate instructions to students.

5.2 Duty of Care

A duty imposed by the law to take care to minimise the risk of harm to another.

5.3 External Provider

A business/ individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity.

5.4 Non-Teaching Staff

Employees of CCS who are employed at the CCS premises but are not members of the teaching staff.

5.5 Registered Training Organisation [RTO]

An organisation registered by a state or territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework.

5.6 School Activity

An activity that is organised by CCS or managed by a member of the teaching staff of CCS or non- teaching staff as part of his or her duties.

5.7 Student

A person who is enrolled at CCS.

5.8 Teaching Staff

Persons appointed by the Carnarvon Christian School Board and consisting of the following classes;

- School Administrators [Principals and those listed in regulation 127 of the School Education Regulations 2000]
- Teachers other than school administrators; and
- Any other class as prescribed in regulation 127A of the School Education Regulations 2000]

5.9 Volunteer

An adult or organisation who/which offers services for school activities, but receives no remuneration from CCS for the services provided.

6. DUTY OF CARE – SCHOOL BASED

Liability in negligence depends upon the application of a standard of reasonableness in all the circumstances. Each case will, therefore, be different, turning on its own particular set of facts.

Journey To And From Place At Which School Activity Is Undertaken

As a general rule, Carnarvon Christian School has no 'door-to-door' responsibility for students. However, a duty of care will be owed in situations where the School assumes responsibility for students, such as where the CCS provides transport for students to and from a School activity, or where CCS assumes responsibility for escorting students across Babbage Island Road.

Students On School Grounds Before School

- Gates at Carnarvon Christian School open at 7:55 am and parents are requested not to allow students to arrive before this time.
- Students are not allowed to play organised games before or after school without prior arrangement and supervision.

Students who arrive at Carnarvon Christian School early will be directed to a particular area to enable the supervisor to be able to observe exactly what is occurring. How the students will be occupied at this time depends on the current supervising staff.

Parents who still ignore this recommendation and deliver students to CCS earlier than this time will be contacted individually and asked to come in to the school to discuss the matter with the Principal of CCS. It will be pointed out that it is impossible for the school to provide supervision for students at these times. These parents will then be requested to find some other way of occupying their children at this time.

6.1 Students Travelling by Bus

- *A Carnarvon Christian School staff member will meet the school bus in the morning at the bus gate and will allow students to enter the school grounds.*
- *Students that travel on the bus in the afternoon will all line up at the bus gate and will be accompanied by a member of staff to the bus. Once all students have entered the bus door the staff member will return to the school.*
- *CCS does not encourage or support children under the age of 10 travelling alone or with siblings via the bus service provided. CCS takes no responsibility for injuries or duty of care issues for these children a) arriving prior to school start times and b) in the case of students not going promptly to line up for the bus in the afternoons.*

6.2 In The Classroom

CCS teachers must

- be vigilant [behavioural problems will require special attention]
- intervene to put an end to or modify any dangerous or potentially dangerous student behaviour as soon as they become aware of it
- confiscate [at least until the end of the day] any dangerous object which a student brings to class
- adequately instruct in the use of potentially dangerous substances or equipment
- avoid leaving potentially dangerous objects in a classroom [even in a rubbish bin]
- immediately inform the OHS officer of any defects in the condition of a classroom which may be potentially dangerous to students
- generally follow school rules [eg not allow students to leave class early]
- not leave the class unsupervised (if teacher must leave classroom, ie toilet visit, then a neighbouring teacher should be notified to check on class)

6.3 Playground Supervision

Supervision of CCS students at recess and lunch must be carried out with due care and diligence by the staff member on duty. The care required does vary according to such aspects as the age and nature of the students, the place and type of equipment being used and the space and numbers using it. The Duty of Care rests with the rostered teacher and every effort must be made to fulfil the supervision duties.

- At recess rostered staff members will supervise all students while they have their food. Children will then be allowed to play in the supervised areas. The CCS staff on duty is to ensure that no child leaves the area of supervision. When the siren sounds, all children are to move to their class lines or the classroom. Children should be quiet and wait for the teacher to take them into class. Teachers must promptly return to class once siren sounds and not leave children unsupervised waiting for the teacher.
- At lunch- rostered staff members will supervise all students while they have their food. After their lunch the children are to move to any of the supervised areas of the school for a time of play. Rostered staff will move around these areas and ensure children are behaving safely and appropriately.
- No child is to leave the grounds or to go to an unsupervised area unless given permission by a staff member who will then provide supervision.
- Incidents of rough play or bullying are to be assessed and prevented. A report to the relevant class teacher or Administration may be required. When the siren sounds children are to move quickly to the class line. Children should be quiet and wait for the teacher to take them into class.

6.4 Sports and Physical Education During School Hours

Sport and Physical Education are areas of school life which often require a great deal of supervision and care. Activities designed to enhance children's capabilities are an important part of the educational process but, by their nature, they usually involve a level of physical activity beyond that experienced in the classroom. The following points need to be noted in providing sport and physical education opportunities for children in CCS.

- Children with low skill levels should not be placed in situations beyond their ability to play safely.
- Students should not be forced to participate in activities beyond their capabilities.
- Careful instruction concerning safety should precede any physical education activity and ongoing monitoring of students during an activity is vital.
- Appropriate equipment and protective clothing should be available at all times. CCS staff should be adequately trained to supervise sport and should carry out supervision duties in a sufficiently careful manner and for the total time a Duty of Care exists.

- ***If adequate supervision or safety cannot be provided, the activity should not take place.***

6.5 Students on school grounds after the close of school

There will be no duty of care owed to CCS's students who leave the school grounds and return later to use CCS' grounds or playground equipment (unless they return to participate in a school activity).

Once Parents/ Carers have collected students after school, regardless of whether they remain to 'play' while parents/ Carers are otherwise occupied, CCS owes No duty of Care to these students. The collection of CCS' students by parents and Carers assumes they are now responsible for supervising the students while on CCS' school grounds or while using the playground equipment.

a) Students who remain on school grounds whilst waiting for parents to collect them

In respect of CCS' very young students or students who are otherwise unable to care for themselves, the duty of care is likely to last until the student is collected. However, it is not reasonable to expect staff members to supervise students whose parents are regularly and significantly late in collecting their children. CCS will consider reporting concerns to the Department for Child Protection and/or delivering students into the care of the police if staff members regularly have to wait for significant times with students whose parents have neglected to collect them.

b) Students who otherwise remain on school grounds at the close of school

There will be a teacher on duty for a reasonable amount of time after the close of CCS' school day to ensure that students are no longer present. A staff member of CCS will immediately contact parents should any child/ren not be picked up after the end of the school day.

A staff member of CCS who coaches a sporting team outside school hours will owe a duty to take reasonable care for the safety of the participating students of CCS if the sporting activity is an authorised school activity. Staff members need to hand students over to the care of parents/ Carers at the end of the session.

The wearing of a CCS' school uniform by members of a team comprised of students of CCS and the naming of the team by reference to a CCS will not necessarily convert the sporting activity to an authorised school activity. It may, however, be the case that parents and guardians may be led to believe that the activity is being organised and conducted by the school. Where the sporting activity is not an authorised school activity, the Principal of CCS will advise parents and guardians that the school assumes no responsibility for the supervision of students and for any aspect of the activity such as coaching.

6.6 Students leaving school grounds during school hours

As a general rule, CCS will not allow students to leave the school premises during the school day in circumstances where there is no parental permission. If a student is permitted to leave in these circumstances, CCS must be satisfied that no foreseeable harm will come to him or her.

CCS may release a student where parental permission has been given. The form of the permission should clearly state the terms upon which parents are giving permission for the students to leave CCS' premises, including the purpose for which the permission is given, the times during which the student may absent themselves (for example daily or

on a specified day each week) and the period for which the permission is given (for example a term). The parent must provide a written acknowledgement that CCS cannot be held responsible for any injury that befalls the student away from the school premises or for any misconduct on the part of the student.

Having said this, CCS must be satisfied that the parent is giving informed permission by advising the parent of any concerns it has for the student's safety. Moreover, if CCS, having assessed the situation, considers that the student may be placed at risk if allowed to leave the school premises, then permission to leave should be refused notwithstanding that parental permission has been given. If, for example, CCS becomes aware of unsatisfactory behaviour, risk related behaviour or other circumstances likely to affect the health, safety or welfare of the student; it will be justified in withdrawing permission, and will discuss these concerns with the student's parent or guardian.

Provided that CCS is satisfied on reasonable grounds that no foreseeable harm will come to a student, the student-teacher relationship will end and a duty of care will no longer be owed once the student leaves the premises during a free period/break or for other non-school activities, such as a doctor's appointment.

6.7 Excursions and Camps

CCS and her teachers owe a Duty of Care to students for the duration of the camp or excursion. Camps often increase the Duty of Care required for the safety of the students and the staff. Both camps and excursions need to be assessed to ensure they are justified in terms of risk of harm and the value of activity. CCS will thoroughly plan all aspects of the camp or excursion and keep records of procedures followed.

- The environment the children will be entering will be assessed for any hazards and procedures put in place to minimise any risk.
- A minimum student/teacher (or adult) ratio will be adhered to, to ensure adequate supervision in all circumstances.
- For camps and overnight excursions, Carnarvon Christian School will provide forms that should be completed by parents or guardians to provide relevant information about medications, allergies and other health issues. Consent will also be obtained for the student to receive any necessary medical treatment.
- Parents or guardians must sign a form consenting to the student's participation based on the full knowledge of what the camp or excursion involves. A separate form must be completed for every excursion.
- Carnarvon Christian School staff should plan for emergencies by ensuring a mobile phone, first aid kit and emergency phone are available.
- First aid kits are necessary for all excursions. A Carnarvon Christian School staff member with a current First Aid certificate will accompany any excursion involving physical activity or a remote location.
- Buses that transport CCS students to camps or excursions are to be equipped with seat belts.
- CCS staff and volunteers who provided cars which are used to transport students will be assessed by the school for competence and safety. A permission note from the students' parents is also necessary.

(Refer to CCS' Camps and Excursion Policy for a detailed description.)

6.8 First Aid and Diseases

The Duty of Care requires a teacher to take control of a health emergency but it does not necessarily require the teacher to personally administer First Aid. CCS staff members should have current First Aid training and should be equipped to administer appropriate First Aid. The school administration will inform staff about students with specific health conditions.

- CCS teachers with current First Aid training should carry out basic First Aid in the event of an accident.
- Teachers are not expected to have the skills of a doctor. The Duty of Care is fulfilled if CCS teachers do what a reasonable person would do in that situation
- CCS teachers are to write a detailed report of the incident.
- Duty of Care does not require teachers to expose themselves to the risk of infection but it does require them to protect their students from a known danger of infection
- Duty of Care requires CCS to inform teachers if any student has a serious contagious disease requiring them to stay away from school until no longer contagious.
- CCS staff must protect themselves and all students from blood spills.

(Refers to CCS' First Aid, Accidents and Illness Policy for a more detailed description.)

Appendix 1

Who is required to get a WWC Check?

WWC Checks are required by volunteers, employed and self-employed people in 'child-related work'. Employers have obligations to make sure that their employees and volunteers who need the Check have one.

Work is 'child-related work' if the **usual duties** of the work involve, or are likely to involve, **contact** with a child in connection with one of the categories covered in section 6 of the *Working with Children (Criminal Record Checking) Act 2004* (The WWC Act). People who are **not** in 'child-related work' as defined under the Act are not eligible for a Check and should not apply.

According to the The WWC Act (S 6) - Meaning of "child-related work"

Work is "**child-related work**" if the usual duties of the work involve, or are likely to involve, contact with a child in connection with:

- (i) a child care service;
- (ii) a community kindergarten registered under the *School Education Act 1999* Part 5;
- (iii) **an educational institution for children;**
- (iv) **a coaching or private tuition service of any kind, but not including an informal arrangement entered into for private or domestic purposes;**
- (v) **an arrangement for the accommodation or care of children, whether in a residential facility or private residence, but not including an informal**

arrangement made by a parent of the child concerned or accommodation or care provided by a relative of the child;

- (vi) a placement arrangement under the *Children and Community Services Act 2004*;
- (vii) the performance by an officer, as defined in the *Children and Community Services Act 2004* section 3, of a function given to the officer under that Act;
- (viii) a detention centre, as defined in the *Young Offenders Act 1994* section 3;
- (ix) a community child health service;
- (x) a counselling or other support service;
- (xi) a religious organisation;
- (xii) a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes;
- (xiii) a ward of a public or private hospital in which children are ordinarily patients;
- (xiv) a baby sitting or child minding service, but not including an informal arrangement entered into for private or domestic purposes;
- (xv) an overnight camp, regardless of the type of accommodation or how many children are involved;**
- (xvi) a transport service specifically for children;**
- (xvii) a school crossing service, being a service provided to assist children to cross roads on their way to or from school;**
- (xviii) a children's entertainment or party service; or**
- (xix) any other work of a kind prescribed by the regulations.

Examples of child related work in the education sector – as provided by information in ***Factsheet 10: Information for the Education Sector***

(iii) An educational institution for children	Teachers Non-teaching staff
(iv) Coaching or private tuition service of any kind, but not including an informal arrangement entered into for private or domestic purpose	Active After School coach
(v) An arrangement for the accommodation or care of children, whether in a residential facility or private residence, but not including an informal arrangement made by a parent of the child concerned or accommodation or care provided by a relative of the child	People providing care and accommodation for children eg. billeting Boarding house staff who have contact with children as part of their usual duties of work
(xv) An overnight camp, regardless of the type of accommodation or how many children are involved	Camp supervisors (no exemption for volunteer parents)
(xvi) A transport service specifically for children	School bus drivers
(xvii) A school crossing service	'Lollipop' school cross walk attendants
(xviii) A children's entertainment or party service	A story-teller reading to children (exemption for volunteer parents)

Examples of child-related work in the education and training sector include:

- People tutoring children, whether individually or in groups (not including informal arrangements);
- Teaching staff of schools, community kindergartens or pre-primary schools;
- Training providers who run coaching or private tuition classes primarily for children;

- School support staff working in various areas in a school and who have contact with children as part of the usual duties of their work;
- People who provide health services to school children at the school;
- The grounds person who works during school hours, and assists with activities that involve contact with children, as part of the usual duties of the work;
- School bus drivers;
- Entertainers who provide services to children at schools;
- Sports coaching or private tuition services for school children;
- TAFE lecturers and other staff whose usual duties involve or are likely to involve contact with a child;
- Students on placement doing child-related work, such as student teachers or nurses working in connection with one of the 19 categories;
- Volunteers helping with various school activities (except parents whose children are enrolled at the school);
- Parents volunteering at overnight school camps.

Appendix 2

Before and After School Incidents

Our schools and communities are generally safe environments. From time to time, situations arise where it is prudent for students, parents and staff to be more vigilant. The following suggestions are intended to support the work that schools are already doing, and may simply serve as reminders of how schools can maintain their duty of care responsibilities.

Schools can help by:

- Informing all school staff of the incident details
- Alerting parents of children in your school to child protection alerts by email and/or school newsletter
- Ensuring appropriate risk management strategies are implemented for your school site
- Informing parents in writing when supervision is to commence before school and cease after school, including the designated areas that are supervised
- Providing appropriate teacher supervision before and after school, and have designated pickup points for students
- Informing staff, parents and students that police are to be contacted on 131 444 to report incidents
- Advise AISWA of the incident so that other schools in the area can also be informed

Students can help by

- Travelling with a friend and avoiding unsafe shortcuts
- Not talking to strangers, going anywhere with them, or taking anything from them
- Being aware of the safe places they have available to them on their walk to school eg. a friend's house, a neighbour if known and accepted by the family
- Not lingering on the way to or from school
- Telling teachers or parents when they see someone hanging around the school or acting suspiciously
- Telling teachers or parents if they are approached by someone they don't know on the way to or from school
- Taking a photo of the vehicle or person with their mobile phone, if possible
- If approached, walk away and recite to yourself as many details as you can remember eg. car colour, type, number plate, description of person.

Parents can help by

- Ensuring that young children don't travel to and from school unaccompanied
- Making sure children are not on school premises unsupervised
- Using school designated areas if dropping children off or collecting them from school
- Reporting suspicious vehicles and persons to Police 131 444 or CRIMESTOPPERS 1800 333 000

Staff can help by

- Reporting all sightings of suspicious people or vehicles to the Principal so that they can then be reported to the local police
- Ensuring playground, after school supervision and bus duty rosters are adhered to
- Advising crossing attendants to look out for suspicious vehicles or people

General safety tips provided by the WA Police

- Be aware of your surroundings at all times and who or what is nearby
- Program 000 and 131 444 police phone numbers into your mobile phone
- Walk with a friend or group wherever possible
- Walk in well-lit areas that are clear of overgrown trees and bushes

Appendix 3

Letter for Volunteers not covered by WWC check.

This form is for persons requiring access to schools who are not employees of the school and are not covered by the Working with Children legislation.

Please complete the relevant details, sign, date and submit this form to the School before the commencement of any work in the School.

I _____ representing
(print name)

(Name of company, if applicable)

declare that I do not have any circumstances, reasons or convictions that might preclude my working with or near children and undertake to inform the School immediately should my circumstances change or there arises any reason or conviction that may preclude my working with or near children.

am/am not (delete one) a parent of a student enrolled in <insert school name here>. (If not please complete the contact details below):

Home/Business address: _____

Contact phone numbers: _____
(Business) (Mobile) (Other)

Email address: _____

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if considered necessary to verify the information provided.

Signature: _____ Date: _____

All personal information provided on this form will be handled and stored in accordance with the School's Privacy Policy.

Appendix 4

ROAD SAFETY GUIDELINES

Promoting a safe school road environment

VISION

At Carnarvon Christian School we believe road safety is integral to the well-being of our students. We aim to provide a safe and supportive environment for the school community. We endeavour to engage the whole-school community in our road safety initiatives and are committed to providing our students with road safety education across all year levels.

SCHOOL COMMITMENT

Our School Road Safety Guidelines are consistent with the *Principles for School Road Safety Education*. The guidelines promote a whole-school approach to road safety, where school staff, parents, students and the wider community encourages safer road use and work together to establish and maintain a safe road environment.

Our guidelines have been developed in consultation with staff, students, parents and community members to address road safety in a caring and consistent manner within Carnarvon Christian School.

Curriculum

- Our three-year road safety education plan identifies age appropriate road safety education content across all year levels.
- We use evidence-based road safety resources such as:
 - Smart Steps (SDERA)
 - Challenges and Choices (SDERA)
- School management supports staff to deliver appropriate road safety education by allowing in-school time for planning, providing professional development opportunities for staff and allocating funds for resources and materials.

- Classroom programs focus on skill development and develop students' knowledge and understandings, attitudes and values.
- A minimum of one to three hours of road safety education per term is provided to all students across each school year from Y6's down to Kindy.
- Excursions are used as road safety opportunity where students and school staff road user behaviour is a focus. Risk management of students in the traffic environment is always addressed.

ETHOS AND ENVIRONMENT

- The CCS Leadership Team supports Road Safety which is supported by all stakeholders.
- Road safety is included in all school planning.
- School Road Safety Guidelines are reviewed on a two-year basis in consultation with the school community.
- Regular reviews of our school road environment are conducted in consultation with the school community.
- Traffic issues are identified and managed in consultation with the school community and relevant agencies.

PARENTS AND COMMUNITY

- Parents and families are involved in road safety initiatives.
- Road safety information and strategies for parents and families are provided on a regular basis through different methods such as newsletters, website and school assemblies.
- A dedicated road safety day is conducted on an annual basis.
- SDERA's *Road Map* is used to identify agencies that support our school road safety.
- Incursions are used to complement our classroom programs and whole-school activities. Guest speakers are issued with the schools expectations for the presentation.
- Information on traffic management around the school and road safety advice to staff, parents and students including walking and cycling to school, and parking, is communicated on a regular basis through the school newsletters and assemblies.
- Induction packs to new staff members and families include our Road Safety Guidelines.

PROCEDURES IN THE EVENT OF A ROAD INCIDENT

In the event of a road incident the following procedures will be followed:

Parents will be notified

Students and families will be offered counselling

The incident will be documented and protective factors investigated by the Leadership Team.

At all times respect, courtesy and confidentiality will be given to all parties concerned.

Useful contacts and information

St John Ambulance	(08) 9941 1082 www.stjohnambulance.com.au
Local Council: City of Carnarvon	(08) 9941 0000 www.carnarvon.wa.gov.au
SDERA	(08) 9264 4743 www.sdera.wa.edu.au
WALGA RoadWise	www.Roadwise.asn.au
Public Transport Authority	www.pta.wa.gov.au

SCHOOL CONTACTS

Principal – Mr James Shaw	(04) 1920 0493
Deputy Principal – Vanessa Schaefer	(04) 2985 8382
School Health Nurse – Tara Fistonich	(04) 3997 4261
School Leadership Team	(08) 9941 4533 (CCS)
Mr. James Shaw	
Mrs. Vanessa Schaefer	
Mrs Judy Shaw	
Ms Tara Fistonich	
Mrs Brooke Maslen	
Mrs Sarah Jupp	
CCS School Council	

Carnarvon Christian Parent Controlled School Association (Inc)

Revisions and Addenda

Revision Date	Clauses Affected	Page Number	Operative Date
Feb 2012	Reviewed	Entire document	2/2/2012
Feb 2012	Complete document reviewed		
Feb 2014	Complete document reviewed	Entire document	
Jan 2016	Complete document reviewed	Entire document	1/02/2016
Dec 2019	Complete document reviewed – no changes	Entire document	10/12/2019