



Growing · Building · Caring

Duty of Care Policy

POLICY REVIEW

This policy may be reviewed periodically and republished; as applicable. The Principal may issue additional instructions within the policy framework as appropriate. The policy will also be reviewed on an annual basis.

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AMENDMENT		DATE	DESCRIPTION OF AMENDMENT
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ALL	2025.1	14/01/2025	Review and update of Policy contents and layout. Section 4.3 added.
5	2025.2	27/02/2025	Addition of 'Compass' to definitions.

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Background

Goldfields Baptist College is committed to providing a safe and secure environment for all students in the College's care, which includes a necessity for staff and volunteers to be proactive in identifying and mitigating physical and online risks. ***Goldfields Baptist College implements processes to ensure that the College's physical and online environments meet Child Safe standards at all times.*** It is a requirement of the College that the best interests of children are of paramount importance in the performance of all staff members' roles.

All College staff have a legal duty of care towards students enrolled at the College, which requires the College and its staff to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property.

The College has a duty to take [reasonable care](#) to ensure that it provides a safe physical and online environment, employs competent teachers, and ensures that all staff are equipped with adequate knowledge and training to satisfy their duty of care requirements. Goldfields Baptist College requires that all staff are proactive in identifying and mitigating physical and online risks as a means to contribute towards the discharge of their duty of care.

The Goldfields Baptist College Board has a [non-delegable duty](#) of care for the students enrolled at the College. As such, the College Board maintains accountability for setting the framework of, and overseeing the development, implementation and enforcement of, the College's policies, procedures and protocols to ensure that the duty of care is discharged by the College, as is appropriate to circumstances. This applies to students while they are on College premises during the hours when the College is open and during College-related off-site activities. This duty is separate from the duty of care owed by each teacher. The duty cannot be discharged simply by appointing competent teaching staff and requiring them to take appropriate steps for the care of students. Neither the duty nor its performance can be delegated.

There are two [non-delegable duty](#) of care relationships at Goldfields Baptist College: the duty of the College to all enrolled students, and the duty of teachers to their students.

Scope

This policy applies to all staff and College Board members at all times, and, in some instances, may apply to volunteers and external providers.

The duty of care obligation applies to all [students](#) of Goldfields Baptist College, per the definition of 'student' at [1.7](#). The duty of care involves an obligation to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury while at the College or engaged in College activities, both on- and off-site. The College's duty of care, in some circumstances, may extend beyond normal school hours.

Policy

1. Definitions

1.1 College activity or College event

An activity or series of activities organised or managed by College staff, with the approval of the College Principal or their delegate. If an activity or event has not been approved by the College Principal or their delegate, it is not considered to be a College activity or event.

1.2 Compass

The College's Learning Management System (LMS), used as a central database for monitoring, recording and accessing student and family data.

1.2 Duty of care

A common law concept that captures the legal obligation to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property.

1.3 Employee

A person who is currently employed or engaged by the College in a paid or voluntary capacity.

1.4 External provider

A business, service provider or individual engaged by the College to provide a venue, service, and/or expertise in the delivery or facilitation of a particular activity or series of activities.

1.5 Non-delegable duty

When the level of control owned by the party that has the duty of care over the other party's wellbeing is so high that the duty of care cannot be assigned to another party.

1.6 Non-teaching staff

A person who is currently employed by the College in a non-teaching position.

1.7 Student

A person who is enrolled at Goldfields Baptist College in the capacity of a student, per the College's [Enrolment Policy](#), and who has commenced their engagement with the College through attending instruction; and/or an individual who is enrolled, and is engaging with the College through attending instruction, in a College-provided activity or group (e.g. school-based cadet unit, or sporting team, etc.). For the purposes of this policy, a student whose enrolment is future-dated, but who has not attended the College or otherwise engaged with attending instruction, is not considered a 'student'.

1.8 Teaching staff

A person who is currently employed by the College in a teaching position. For the purposes of this policy, this includes all staff engaged in teaching positions, irrespective of their particular teacher registration status, or their teaching load. For staff engaged in multiple capacities, they will be considered teaching staff under this policy if any position in which they are employed involves a teaching load.

2. Guiding Principles

It is not possible or practical, nor is it conducive to learning, for a school environment to be entirely risk-free. It is necessary for personal growth, development and learning for children and young people to be exposed to a level of risk in everyday life and learning activities, both in and out of school. As such, Goldfields Baptist College acknowledges that, in order to nurture and equip each person for life, empowering them to be thriving contributors in the world, they must be exposed to, and learn to manage, environments that are not entirely risk-free. In order to meet its duty of care within this context, the College environment must actively assess and balance risks and benefits, proactively identifying known hazards and reasonably foreseeable risks, assessing possible consequences (both positive and negative) and then act to remove or reduce risks of harm and/or injury to an acceptable level. For more information on the management of risk, see the College's [Risk Management Policy](#) and [Risk Management Schedule](#).

When deciding on, planning and preparing activities for students, teachers are required to use their professional judgement to balance the risk of harm involved in the activity with what the students will learn from undertaking the activity. Each teacher's professional judgement must be guided by College policies, which are available to all staff via SharePoint. If staff are uncertain as to the College's risk appetite, they should seek guidance from a member of the College Senior Leadership Team or Executive Team. In an ongoing capacity, the College seeks to train and upskill staff in College policies and procedures, particularly with regard to risk management and appropriate discharge of duty of care, per the [Employment and Engagement Policy](#). While staff are acting within the course and scope of their duties as employees of the College, Goldfields Baptist College will be vicariously liable for the actions of staff. If staff act with deliberate negligence, however, vicarious liability may not apply.

3. Discharging Duty of Care

3.1 Reasonable care

Duty of care is not a duty to ensure no harm will come to a student, but that reasonable care to avoid harm being suffered is taken. What is considered reasonable care will vary, depending on circumstances in each individual situation.

While the responsibilities under duty of care may appear to be onerous in their obligations, this should not discourage staff from planning rich learning opportunities in challenging or risk-managed activities. Engagement with the College's Risk Management Policy and procedures allows staff the opportunity to facilitate learning experiences that empower the College to function in accordance with its mission to allow students to flourish and thrive.

3.1.1 Whole-College measures

From a whole-College perspective, Goldfields Baptist College enacts a number of measures to meet its duty of care obligations, as outlined below.

3.1.1.1 Policies and procedures

Goldfields Baptist College has appropriate policies and procedures in place to address the discharge of its duty of care in the College environment, both in and out of school hours, and at all College activities.

For brief guidance on these policies and procedures, staff are encouraged to consult their Staff Handbook each year, and to find all relevant policies and appropriate handbooks in SharePoint. If staff are unsure of any requirements stipulated by the policies and procedures in place, or have difficulty accessing these documents, they should seek guidance from a member of the College's Senior Leadership or Executive Teams.

3.1.1.2 Staff understanding

All staff members should maintain a clear understanding of the meaning of duty of care, and their responsibilities under this common law concept. This is managed and maintained through the following:

- An induction process for each new staff member that covers the Staff Code of Conduct at length, with particular emphasis on requirements and staff conduct that appropriately discharge duty of care;
- Professional learning in staff callback days at the commencement of each year, at whole staff meetings throughout each College term, at team meetings throughout each College term, and through debrief of training exercises and any critical and emergency incidents that may take place;
- Accessibility of College policies and procedures, per 3.1.1.

3.1.1.3 Student capacity

Students' medical fitness for participation in learning activities is communicated via Compass, with student medical needs and/or restrictions accessible to all relevant staff. If the College is informed of a change to a student's medical fitness and/or needs, this is communicated to staff by an appropriate method, with changes also reflected in Compass. If staff members are directly informed of any changes to a student's medical fitness and/or needs, this must be communicated with Administration Staff, in order to have these changes reflected on the student's Compass profile.

Teachers are expected to reassess students' capacities if circumstances surrounding a learning activity change, including environmental or medical fitness changes that could affect a student's capacity to participate in the activity safely.

3.1.2 Factors to consider

There are many factors to be considered when assessing what would constitute a reasonable level of care required for individual students. In assessing reasonableness, staff should consider the personal circumstances of each student. The following list of factors for consideration should be used as a guide, as it is not an exhaustive list of all factors for consideration in all situations.

- **Purpose** – the educational and developmental benefits of the activity must be weighed against the risks involved in engaging in the activity.
- **Student demographic characteristics** – the student’s age, skill level, cultural background, experience, maturity, physical capability (with regard to their weight, height, strength, stamina, sex), social and intellectual capacity will all impact the level of care required in varying circumstances. As a general rule, younger students, those with little experience, or those with limited maturity will require greater levels of care.
- **Physical or intellectual impairment** – a student with a disability, temporary injury, or other impairment may be at greater risk of injury than a student without any impairment in some activities. This could be due to a physical inability to safely participate in the activity (this includes the risk of further exacerbating an existing temporary injury), or the intellectual inability to appreciate the risks involved and need to exercise caution. In each of these circumstances, further intervention and greater levels of care will be necessitated.
- **Health status/medical condition** – some medical conditions, including asthma, epilepsy and anaphylaxis, require special attention to ensure that students who are susceptible are not exposed to a greater risk of injury/harm. Some medical conditions may necessitate students being unable to participate in certain activities as the risk of harm becomes excessively high and is unable to be mitigated.
- **Behaviour characteristics** – if a student is known to behave inappropriately, then the level of care required increases. At Goldfields Baptist College, students who do not meet behaviour standards will be precluded from participation in some activities, due to the increased risk of harm to themselves or others.
- **Nature of activity and environment** – College activities or learning opportunities with a higher level of risk, or those held in hazardous environments (including environments that pose risk of possible weather events) require a higher level of care.
- **Training** – students’ capabilities and capacity for participation in higher-risk activities should be confirmed prior to their participation. If students have not attended relevant training, upskilling, or skills-assessment sessions prior to an activity to an adequate level, they may not be permitted to participate.
- **Age restrictions** – the College will abide by age restrictions applied to activities facilitated by an external provider, unless alterations are agreed to by all relevant parties and included in the College’s risk assessment of the activity.
- **College policies and procedures** – all College policies and procedures must be followed at all times. Many policies will give guidance to the suitability of certain activities for students and the care required if they are undertaken. If having difficulty finding relevant policies and procedures, staff are encouraged to consult with members of the Senior Leadership Team and/or College Executive.
- **Risk assessment** – all activities should be risk-assessed before being undertaken, in accordance with the College’s [Risk Management Policy](#). In accordance with policy, staff must assess each risk, including the likelihood and consequence of harm occurring, and the controls required to mitigate the risk of harm to an acceptable level.
- **Supervisor’s competence and capacity** – the supervisor’s level of knowledge, experience, attributes and skills should be sufficient to allow the supervisor to know and understand the risks inherent in any activity/environment in which an activity is taking place, and be able to mitigate these risks. If an activity organiser does not have the necessary knowledge, experience, attributes and/or skills required, they should appoint an appropriate person to supervise the activity to ensure this requirement is met.
- **Supervisor's relationship with students** – staff members who have a strained relationship with a student may need to take a different approach to their duty of care than a staff member who has a positive relationship with a student. This should be considered carefully when planning higher risk activities and may necessitate careful planning around student and staff involvement/placement.

3.2 Duty of care owed by teachers

Each teacher's duty of care responsibility is automatic, as it arises from the establishment of the teacher-student relationship. As such, all teachers engaged by Goldfields Baptist College must take reasonable care to ensure their acts or omissions do not cause reasonably foreseeable harm and/or injury to students.

The duty owed by teachers to students is not an absolute duty to ensure no harm will ever occur, but is a duty to take [reasonable care](#) to avoid harm being suffered. The duty owed is that which one would expect from a reasonable teacher with normal skills and attributes exercising their professional judgement, which is a standard that is higher than that of 'in-loco parentis', as the knowledge and experience of a reasonable teacher in managing students in a learning situation should be greater than that of a typical parent. As such, teachers should not use what they (in their role as a parent) or what their individual students' parents may permit as a benchmark for their duty of care. Instead, teachers should use the reasonable care guidelines in section 3.1, the Staff [Code of Conduct](#), and the College's [Risk Management Policy](#) as their guide to benchmarking their duty owed.

By virtue of their role and training, teachers are expected to have a higher level of accountability and duty of care for students. A teacher owes a duty to students to take reasonable care to protect them, from known or reasonably foreseeable risks of harm and/or injury. Discharge of this duty requires teachers to take such proactive measures as are reasonable to prevent harm and/or injury to a student. There may be times when non-teaching staff, volunteers and external providers will also owe a duty of care to students, but in no way does this replace or dilute the duty of care owed by the College and/or the teacher. When an external provider has charge over an activity, due to their expertise and/or qualifications, the teacher retains the duty of care of students. For this reason, teachers should not hesitate to question or query the external provider about an activity or part of an activity where the teacher perceives there is a risk of harm to one or more of the students involved and that the risk has not been adequately mitigated.

Teachers' duty of care is not limited to specific College activities such as excursions and incursions, it remains at all times whilst the student is in the teacher's care. A teacher's duty of care also includes being aware of, and implementing, all College policies affecting students' 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. In order to allow teachers to discharge this duty effectively, whilst not expecting teachers to be expert in all aspects of risk in all scenarios, the College adopts an approach of, 'if you see something, say something', meaning that any perceived risk or concern should be identified and queried with the appropriate person to ensure the safety of students at all times.

While there are some particular circumstances that allow a teacher to delegate their duty of care to others, it is prudent that a teacher always assumes they have a duty of care for their students. This non-delegable duty of care applies to all on- and off-campus College activities and/or events.

The College Board's duty of care is higher than that of a teacher. The College may be vicariously liable for a teacher's actions however, in some cases, the individual teacher may be liable, especially in the case of criminal conduct or negligence.

3.3 Duty of care owed by non-teaching staff, volunteers and external providers

Non-teaching staff, volunteers and external providers may agree to take personal charge of students, which will then mean that they owe a duty of care to the students. They must take reasonable measures to prevent harm coming to the students.

Non-teaching staff and volunteers (such as parents) are not generally personally responsible for students by virtue of their role, and therefore do not have the same duty of care to students as teachers. In certain situations and under certain conditions however, teachers may delegate a proportion of their supervisory role to non-teaching staff and volunteers. In this case, the non-teacher and/or volunteer will owe the same level of care to students as a teacher. In these instances, the teacher retains the overall duty of care and therefore must remain close by in order to make sure the students are not exposed to unnecessary risk.

When an external provider has charge over an activity, due to their expertise and/or qualifications, the teacher retains the duty of care of students. For this reason, teachers should not hesitate to question or query the

external provider about an activity or part of an activity where the teacher perceives there is a risk of harm to one or more of the students involved and that the risk has not been adequately mitigated.

3.3.1 Requirements for engaging volunteers and/or external providers

Before the College or an individual teacher delegates some responsibility for student supervision and/or care to volunteers or external providers, it is necessary that the following requirements are satisfied. Failure to do so could result in a breach of the College's and/or the teacher's duty of care to students.

- The individual/s being engaged should be suitable for the task being delegated. In the case of external providers, the College should verify, as far as is possible, the external provider's qualification, accreditation, knowledge, skill and experience in relation to the activity to be conducted.
- The individual/s being engaged should have been familiarised with, and signed, the College's Staff Code of Conduct or Volunteers' and Contractors' Code of Conduct, as appropriate.
- The individual/s being engaged should have been confirmed as being covered by either the College's insurance or hold their own adequate insurance cover. Staff are encouraged to speak to the College's Senior Finance Officer or Business Manager for advice if they are unsure of matters pertaining to insurance.
- The individual/s agree to assume the appropriate level of care for the students. Each individual has the right to refuse this, unless it is a part of their normal duties.
- External providers must have a clear understanding of the requirements and expectations of the College, and must communicate all aspects of the activity to be undertaken to ensure the College is able to meet its risk management obligations.
- Clear instructions regarding the level of care required should be communicated to the individual/s being engaged.
- As appropriate, 'training' and/or the opportunity for the individual/s being engaged to ask questions about the role they are undertaking has been provided.

The above requirements should be carried out at the time of engaging a volunteer or external provider, in accordance with the appropriate Code of Conduct.

Goldfields Baptist College is vicariously liable for the acts done in good faith of a volunteer (under the Volunteers and Food and Other Donors (Protection from Liability) Act 2002), where the work of the volunteer is done on behalf of the College.

3.4 Regular contractors

Goldfields Baptist College sometimes employs regular contractors to work on-campus both during, and outside, student contact hours. These contractors are not directly employed as staff by the College, and are not engaged in work that is considered to be 'child related', so are not required, or eligible, to complete a Working with Children Check.

Any contractors who are regularly on-campus and ineligible for a Working with Children Check, must have completed the College's Volunteers' and Contractors' Code of Conduct, been inducted into the College's requirements, and may not be in an area with students, unsupervised. The College will also require that contractors assure the College of their employees' fit and proper status to complete work at the College, which may include the College requesting National Police Checks for regular contractors.

3.5 Working with Children (Criminal Record Checking) Act 2004

The Working with Children (Criminal Record Checking) Act 2004 helps to protect children from harm by providing a high standard of compulsory national criminal record checking for adults wishing to do paid, unpaid or volunteer child-related work in Western Australia. The Act provides categories of work for which the usual duties involve, or are likely to involve, contact with a child. Those who are not in child-related work, in accordance with definitions and categories under the Act, are not eligible for a Working with Children Check, and should not apply for one. Goldfields Baptist College is obligated to ensure that employees and volunteers who require a Working with Children Check (WWCC) under the Act have provided evidence of their current WWCC.

The Working with Children Check examines criminal records to identify whether an individual has charges or convictions that indicate they may harm a child. An individual whose Working with Children Check reveals a criminal history indicating that they may harm children will be prohibited from child-related work. Any person

who cannot obtain a WWCC, or who receives a negative notice, will be ineligible for employment or volunteer work at Goldfields Baptist College.

The WWCC is one way of promoting a safer environment for children. Further measures to ensure fit and proper status of employees of Goldfields Baptist College include:

- rigorous recruitment and selection practices, including reference checks;
- policies, procedures and processes that promote safe and supportive environments for children and young people, that are rigorously implemented across the College;
- an environment and culture that promotes student voice and ensures students' concerns are heard and appropriately responded to;
- a culture and environment that promotes student safety and wellbeing as the paramount concern in all matters; and
- a thorough Risk Management Policy and processes that include practices that safeguard children, thorough Codes of Conduct for all roles and capacities of engagement with the College, adequate supervision and ongoing training.

For further information on the Working with Children Check, including the most up to date information about the screening strategy that is compulsory for anyone involved in child related work, staff are encouraged to access the Department of Communities [website](#).

4. Specific Applications

Liability in negligence cases depends upon the application of a standard of reasonableness to the specific circumstances of the case in question. This means that each and every case is different, based on its own circumstances. The examples and guidance in this section serve as a baseline for staff to judge specific matters of levels of care that they may need to navigate.

4.1 Travelling to and from school

Goldfields Baptist College does not have a 'door-to-door' responsibility for students. If the College assumes this responsibility for students by providing transport for students to and from a College activity, this duty of care will then be owed, and reasonable care must be taken to ensure the risk of harm to students is appropriately minimised.

If the College becomes aware of a risk of harm to a student when making their way to or from school, such as the student being harassed by others on a bus/at a bus stop, the College should address this risk of harm by making parents aware of the risk of harm, speaking with affected students, further equipping students with lessons on recognising and responding to abuse, and – if appropriate – reporting concerns to Western Australian Police. If the risk is posed by students of the College, this can be addressed in accordance with the [Positive Student Behaviour Policy](#).

4.2 Students on-campus outside school hours

4.2.1 Students on-campus before school

Goldfields Baptist College does not allow students on-campus until 8:00am. At this time, the College gates are opened to admit students and parents to the campus, as appropriate, and staff members are on duty to supervise students. This time precedes any scheduled bus arrivals and is communicated to parents in enrolment information, via the Student Diary, and the Parent Handbook.

If parents routinely deliver students to the College prior to 8:00am and do not remain to supervise their children, these parents will be contacted individually to advise that this conduct is not acceptable, as the College is not able to provide supervision for students prior to 8:00am. If parents are non-responsive to this directive, they will be contacted by the College Principal to meet and discuss the matter.

While these measures may not prevent parents from leaving their children unsupervised, in the event of an incident that resulted in harm to an unsupervised child, the College will be able to demonstrate reasonable efforts in the circumstances to ensure the safety of students.

When students have been delivered to the College from 8:00am, they will not be permitted to leave the College campus for the purpose of walking to nearby shops, etc.

4.2.2 Students who leave the campus and return after-hours

If students leave the College campus and return after-hours to use the grounds or playground without participating in a College activity, there is no duty of care owed to these students. The College has signage to indicate that visitors to the College must sign in at Reception, and that playgrounds are out of bounds before and after school.

4.2.3 Students who remain on-campus under parent supervision

When parents assume duty of care by collecting their children, but remain on-campus and allow their children to 'play', the College maintains some liability. As such, playgrounds remain out of bounds before and after school, even under parent supervision. This is signposted at playgrounds and communicated to parents via the Parent Handbook.

4.2.4 Students who remain on-campus waiting for public buses or after-school care services

The duty of care continues if students remain on-campus, waiting for a public bus or after-school care bus. As such, bus and car park duties continue until the final scheduled bus has departed. Students who have not been collected by this time should be escorted to the office, so that parents can be contacted and to ensure ongoing supervision.

4.2.5 Students who remain on-campus awaiting parent collection

Generally, the College has duty of care until a child is collected by a parent or carer. Students who are still awaiting collection after the final bus has departed are to be escorted to the front office, so that their parents can be contacted, where they will await collection, under office staff supervision. Students in the office are to remain seated and wait quietly for collection.

If parents are regularly and significantly late in collecting their children, the College will contact these parents to raise its concern and to advise that such tardiness must not continue. If regular and/or significant tardiness in collecting children continues after parents have been contacted, the College may consider reporting concerns to the Department of Communities; Child Protection and Family Support, and/or delivering students into the care of the Western Australian Police if the situation is ongoing and/or has necessitated staff members waiting for a significant time with students whose parents have neglected to collect them.

4.2.6 After-school sport, training or activities on-campus

If a staff member has approval to use the College grounds to coach a sporting team, conduct training, or run activities after-hours, they will owe a duty to take reasonable care for the safety of the participating students.

If an activity is not approved by the College Principal or their delegate, the staff member will be acting in a private capacity, and the principle of vicarious liability will not apply. The College's public liability insurance cover may not extend to privately arranged activities. As such, it is imperative that staff members seek approval for all use of the College grounds and facilities outside of school hours.

The wearing of a College uniform by members of a (non-College) team or the naming of a team by reference to the College will not necessarily make the sporting activity an approved College activity. It may, however, be the case that parents and carers may perceive, or be led to believe, that the activity is being organised and conducted by the College. Where the sporting activity is not an approved College activity, this should be made clear to the parents and carers, and the Principal should advise parents and carers that the College assumes no responsibility for the supervision of students or for any aspect of the activity.

4.2.7 Students leaving campus during school hours

Goldfields Baptist College does not allow students to leave the College campus during the College day in circumstances where there is no parental permission. While enrolment conditions for the College necessitate parental permission for students to leave the College campus on occasion for College-approved learning activities (such as walking to the playing fields for long jump training), this permission does not extend to individual students leaving the College campus without specific permission. If a student is permitted to leave the College campus, with parental consent, the College must be satisfied that no foreseeable harm will come to the student. Provided that the College 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 campus.

4.2.7.1 Senior Secondary students leaving campus

Senior Secondary students may be given written parental permission to leave the College campus during free periods or breaks. In these circumstances, parental permission must be given, irrespective of the student's age, and the student must maintain conduct in accordance with the specific permission by parents and the College. If any Senior Secondary students bring the name of the College into disrepute while off-campus, or fail to return to campus in time for scheduled classes, the College will revoke this permission. If the College perceives a foreseeable risk to students going off-campus in any particular instance, permission to leave will be revoked in that circumstance.

4.3 Supporting parents' and carers' discharge of their duty of care

Due to the nature of working in a school, staff members will sometimes be made aware of information that can be pertinent to parents' and carers' ability to discharge their duty of care over their children. In these instances, staff are reminded that the enrolment contract is held with parents, not with students, irrespective of the age of the student at the time of enrolment. Any information that staff members become aware of that could pose a risk of harm to a student outside of school hours should be communicated with the appropriate person/s. This may extend to student disclosures about themselves or their peers which pertain to students engaging in harmful personal situations, such as alleged or disclosed harmful sexualised behaviour, engagement with drugs or alcohol, suicidal ideation or behaviours, or other potentially self-destructive behaviour. Staff members are encouraged to consult with members of the Senior Leadership Team or College Executive in these circumstances.

5. Other Relevant College Policies, Legislation and Guiding Documents

Staff Code of Conduct

Volunteers' and Contractors' Code of Conduct

[Employment and Engagement Policy](#)

[Enrolment Policy](#)

[Positive Student Behaviour Policy](#)

[Risk Management Policy](#)

[Risk Management Schedule](#)

Civil Liability Act 2002

Occupiers Liability Act 1985

Volunteers and Food and Other Donors (Protection from Liability) Act 2002

Work Health and Safety Act 2020

Working With Children (Criminal Record Checking) Act 2024

National Principles for Child Safe Organisations

Guide to the Registration Standards and Other Requirements for Non-Government Schools January 2024

Association of Independent Schools of Western Australia Duty of Care Policies and Procedures Guidelines for Schools