



Student Duty of Care Procedures

The Victorian Registration Standards (sch 4 cl 12) require that the College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their legal obligations under those laws.

Under the Guidelines the College is required to provide evidence in the form of the College's policies and procedures with respect to the duty of care owed to students.

The following procedures have been created in keeping with the Harkaway Hills College Student Duty of Care Policy.

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| <p>Recording student incidents</p> | <p>Recording of student injuries, incidents of harm (e.g. bullying) and “near misses” is central to Harkaway Hills College's obligation to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.</p> <p>A near miss is an incident that could have resulted in an injury or illness, but did not. For example, if a student trips over uneven flooring but doesn't injure themselves, this is a near miss.</p> <p>The recording of these incidents is key to ensuring that risks of further injury are effectively mitigated, and corrective actions can be implemented.</p> <p>The recording and analysis of data relating to student injuries/harm over time provides key information as to the types of safety hazards that exist within the College and assists us in continuing to develop a safe environment for all our students.</p> <p>To assist in the student injury/harm recording process, Harkaway Hills College has developed the following procedures:</p> <ul style="list-style-type: none"> ● Student injuries and near misses are reported through Harkaway Hills College's online incident management reporting system on Sentral. ● Playground incidents and/or bullying are reported on the Character Notes excel spreadsheet in Microsoft Teams, and should be escalated to the Principal when serious. <p>Refer to the College Record Management Policy for more.</p> |
| <p>Identifying student safety hazards</p> | <p>Harkaway Hills College's obligation to identify student safety hazards arises from our duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.</p> <p>The recording and analysis of data relating to student injuries over time provides key information as to the types of safety hazards that exist within the College and assists us in continuing to develop a safe environment for all our students. To assist in the hazard identification process Harkaway Hills College has developed the following systems and procedures.</p> <ul style="list-style-type: none"> ● Student Safety Hazard Register: Harkaway Hills College has developed a register of potential student safety hazards. This register is maintained in Microsoft Teams. |



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| | <ul style="list-style-type: none"> • Harkaway Hills College plans to carry out biannual inspections (at the start of Semester 1 and Semester 2) of the College's buildings, facilities and grounds to ensure that we maintain a safe environment. • All staff receive training and are regularly consulted with respect to student safety issues. This training and consultation process is key to the development of a positive safety culture within the College. • It is the role of all staff to be aware of student safety issues and to report student safety hazards as they become aware of them. Student safety hazards are reported on Microsoft Teams. • Data with respect to student injuries and "near misses" is regularly reviewed against the College's student safety hazard register and new safety hazards are recorded on the register as they are identified and assessed and treated. • Information relating to student safety is regularly published by government departments and health and industry associations. Harkaway Hills College monitors this information and incorporates it into our student safety policies where appropriate. • Refer to the College OHS Policies and Procedures for more details on Site Safety. |
| <p>Access arrangements for separated parents</p> | <p>Harkaway Hills College is committed to providing a safe environment for all our students, workers and visitors. In a situation in which parents are separated, the College procedure are as follows:</p> <ul style="list-style-type: none"> • A copy of the court order and relevant information that restricts access to children from certain individuals should be provided to the College upon student enrolment or at the time the order is made. • Parents/guardians keep the College informed in the event of separation and the status of any court proceedings affecting access arrangements. • A copy of any court orders must be maintained on the relevant student's files and the terms of the court orders affecting access arrangements must be advised to the student's teachers and any other staff (such as sports coaches or music teachers) who are responsible for supervising the student. • Any court order with regard to access/custody arrangements will be upheld by the College. • Under no circumstances will the College release addresses or contact details of a child or parent, to another parent without a court order, unless there is consent provided by a parent/carer. • Staff will not become involved in resolving disputes concerning student family matters. • If there is reason to believe the child's safety may be at risk, the College will withhold the student until further instructions are received from the appropriate parties. <p>Arrangements regarding parental access to student information, the pickup of students at the College and parental involvement in College activities will be dependent upon whether there is a court order in place affecting such involvement. Note the College is not the appropriate place for a separated parent who has limited contact with their child under a court order to have contact with their child.</p> <p>All staff must:</p> <ul style="list-style-type: none"> • Familiarise themselves with any court orders that may exist with respect to students in their care. |



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| | <ul style="list-style-type: none"> • Be alert to signs that a child may be suffering stress as a result of a separation and report the same to their Principal. • Refuse permission for a parent to pick up a student under their care where there is any perceived danger to the safety of the child. • If unsure about a family situation, seek clarification and guidance from Mentors. • Notify the Principal in the event a conflict situation arises. <p>The Principal is responsible for the effective implementation of these procedures.</p> |
| <p>Disability discrimination</p> | <p>Harkaway Hills College is committed to providing a safe and educationally supportive environment that values and encourages participation by all students and workers, including those with disabilities.</p> <p>The College procedures regarding Disability Discrimination are addressed in the following policies:</p> <ul style="list-style-type: none"> • Disability Discrimination Policy |
| <p>Supervision</p> | <p>Harkaway Hills College and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that the College meets its duty of care obligations.</p> <p>The College supervision procedures are addressed in the following:</p> <ul style="list-style-type: none"> • Supervision Policy • Mentoring Policy • First Aid Policy <p>The College has implemented the following preventative measures to minimise the risk of playground accidents and injuries:</p> <ul style="list-style-type: none"> • Risks associated with playground and classroom accidents are regularly assessed. • Regular facility inspections are undertaken. • Any dangerous items such as broken glass or syringes are promptly removed. • Furniture and equipment are properly maintained. • All staff are trained annually in First Aid. |
| <p>Student health</p> | <p>Arrangements for ill students</p> <p>Harkaway Hills College, its Principal and staff owe a duty to take care of students whilst they are involved in College activities, or are present for the purposes of a College activity. This duty of care includes appropriate arrangements for ill students while in the care of the College.</p> <p>If a student is ill whilst they are involved in College activities, or are present for the purposes of a College activity:</p> <ul style="list-style-type: none"> • Where appropriate, immediate First Aid should be administered in accordance with the College First Aid Policy. A parent /carer should always be contacted in the event of a physical injury. • If the student is able, the student should be accompanied by either a member of staff or another student to the First Aid room in the Administration Office for their condition to be assessed by the Administration Assistant. |



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| | <ul style="list-style-type: none"> ● If appropriate, the Administration Assistant may administer medicine to the student in accordance with the College Medication Administration Policy. ● If the student is unable to remain at school, the Administration Assistant will supervise student in the First Aid room until a parent/carer is available to collect the student. ● If a student is displaying COVID-19 symptoms, a face mask will be provided and the student will be transferred to the care of their parent/guardian immediately. Consultation with a GP is required before the student can return to school. The College guidelines regarding the management of COVID-19 are available in our COVID-19 Action Plan. ● In the event a student becomes unwell at the College with an infectious disease, immediate medical treatment should be provided following the procedures outlined in our First Aid policy and our Disease Policy. The student should then be transferred to the care of their parent/guardian. <p>Student Health Policies and Procedures</p> <p>Harkaway Hills College is committed to providing a safe learning environment for all our students. The following policies and procedures relate to the management of student health:</p> <ul style="list-style-type: none"> ● First Aid Policy ● Allergy Awareness Policy ● Anaphylactic Shock Management Policy ● Asthma Management Policy ● Medical Health Care Plans for High-Risk Students ● Student Medical Records and Medication Administration Policy ● Infectious Disease Policy |
| <p>Student behaviour and wellbeing</p> | <p>Harkaway Hills College is committed to providing a safe learning environment for all our students, which includes care for the wellbeing of every individual and management of student behaviour. The following policies and procedures relate to student behaviour and wellbeing:</p> <ul style="list-style-type: none"> ● Behaviour Management Policy ● Bullying and Harassment Policy ● Restraint of Students Policy ● Information and Communications Technology Policy |
| <p>Extracurricular activities and excursions</p> | <p>A teacher has a duty of care to take reasonable steps to protect students from any injury that the teacher may have reasonably foreseen.</p> <p>Because excursions and some extracurricular activities are conducted off College premises, away from the usual protections of the College environment, they have the potential to present unique risks for Harkaway Hills College, our students, our teachers and others involved.</p> <p>Harkaway Hills College has developed an Excursions and Extra-Curricular Activity Policy to manage the risks associated with College excursions and off-site extracurricular activities, and to make excursions and extracurricular activities as safe as possible. All College Occupational Health and Safety and Student Duty of Care policies and procedures continue to apply on excursions unless it is impractical for them to do so. Refer to the following policy:</p> <ul style="list-style-type: none"> ● Excursion and Extra-Curricular Activity Policy |

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