
DUTY OF CARE

This Duty of Care Policy outlines the responsibilities of all staff at Perth Montessori to ensure the safety and wellbeing of students in line with the Child Safe National Principles and the WA Non-Government School Registration Standards. It forms part of induction for all new staff and is reinforced through ongoing professional learning.

APPROVAL

Document Code PM-CSW-POL-Duty of Care

File Path Administration & Management/Documents/Policies/Child Safety & Student Wellbeing

Document Category Child Safety & Student Wellbeing

Document Type Policy

Version v3.0

Owner Board

Effective Date 30 Sep 2025

Next Revision Date 30 Nov 2027

Registration Standard/s

- | | |
|--|---|
| ☐ 1-Curriculum | ☐ 7-Critical Incidents |
| ☒ 2-Staff Ratios | ☐ 9-Complaints |
| ☐ 3-Days/Hours Instruction | ☒ 10-Child Abuse |
| ☒ 4-Staff | ☐ 11-Finances |
| ☒ 5-Premises/Facilities | ☒ 12-Behaviour Management |
| ☒ 6-Enrolment/Attendance | ☐ 13-Age of Enrolment |
| | ☐ 14-Delivery of Curriculum |

CONTENTS

1.	RATIONALE	1
2.	DEFINITIONS	1
3.	SCOPE	2
4.	POLICY STATEMENT	2
5.	RELATED DOCUMENTS	4
6.	RELATED LEGISLATION & STANDARDS.....	4
7.	REVISION HISTORY	4

1. RATIONALE

1. The purpose of this policy is to ensure that Perth Montessori provides a safe environment in which students are protected from foreseeable harm, while encouraging independence and learning opportunities.

2. DEFINITIONS

2. Table of Definitions

Term	Definition
Children's House	The early childhood program at Perth Montessori for children aged 3–6 years.
Contemporaneous Record	A written record completed at the time of supervision, noting staff on duty, headcounts, incidents, and any adjustments to supervision.
Contractor	A person or business engaged by the School to provide services. Contractors working with children must hold a valid Working with Children Check (WWC) and comply with school policies.
Duty of Care	The legal and professional responsibility to take reasonable steps to protect students from foreseeable risk of harm, balanced with supporting their independence.
Early Childhood Ratios	The minimum number of staff required to supervise children aged 3 and 4 years, as set by the Education and Care Services National Regulations.
External Provider	An organisation or individual providing services to students (e.g. excursion venue staff, specialist instructors). School staff always retain overall supervision responsibility.
G.O. Edwards Park	A nearby public park used by Perth Montessori for excursions and outdoor activities, subject to risk assessments and supervision procedures.
Induction	The formal introduction provided to new staff and volunteers, including mandatory training on policies such as duty of care, child protection, and supervision.
Near Miss	An event that did not result in harm but had the potential to do so. Near misses must be recorded and reviewed.

Staff	Includes teaching staff, education assistants, administrators, and all employees of Perth Montessori.
Student	Any child or young person formally enrolled at Perth Montessori.
Supervision	The active presence and oversight of students by staff to ensure safety and wellbeing. Active supervision includes moving around, being visible, intervening early, and maintaining line-of-sight.
Volunteer	An adult providing unpaid services at the School. Volunteers must be supervised unless cleared for independent work and must follow all school policies.
Working with Children Check (WWC)	A screening check required by law in Western Australia for people who engage in child-related work.

3. SCOPE

3. This policy applies to all Perth Montessori staff, contractors, volunteers and external providers engaged in activities involving students.

4. POLICY STATEMENT

4. GUIDELINES FOR IMPLEMENTATION

4.1. Responsibilities of Staff:

- 4.1.1. Take reasonable steps to protect students from foreseeable risk of harm.
- 4.1.2. Balance safety with independence, consistent with Montessori philosophy.
- 4.1.3. Maintain professional boundaries and model safe behaviours.
- 4.1.4. Follow supervision procedures, including yard duty, excursions, and online environments.
- 4.1.5. Report and record incidents, hazards, and risks promptly using [WHS Incident Report Online Form](#). Log student injuries and incidents as a Chronicle entry in [Compass](#).
- 4.1.6. Comply with Working with Children Check and registration requirements.

4.2. Supervision and Yard Duty

Staff must actively supervise during breaks, transitions, and activities. Active supervision includes circulating, being visible, and intervening promptly to prevent harm.

Key requirements include:

- 4.2.1. Yard duty staff wear high-visibility vests and carry mobile/radio and first aid supplies.
- 4.2.2. Duty staff circulate and maintain line-of-sight; clustering must be avoided.
- 4.2.3. Additional staff are rostered on standby at lunch to respond to needs.

4.2.4. Duty incidents and near misses are recorded the same day using Chronicle in Compass for students and the [WHS reporting form](#) for staff and hazards.

4.3. G.O. Edwards Park

When students attend **G.O. Edwards Park**, staff must follow the approved risk assessment, maintain strict ratios, and ensure safety at all times. Specific requirements include:

- 4.3.1. Implement risk assessment including scouting visit to Park.
- 4.3.2. Roll marked before departure, on arrival, before leaving, and on return.
- 4.3.3. Headcounts every 15 minutes and at transitions.
- 4.3.4. Staff posted at crossings and high-risk points.
- 4.3.5. A charged phone and first aid kit carried by supervising staff.

4.4. Childhood Supervision

For students aged 3 and 4, additional supervision standards apply:

- 4.4.1. Ratios must meet or exceed regulatory requirement (1:10)
- 4.4.2. Three-year-olds have separate supervision during breaks and play time.
- 4.4.3. Three-year-olds do not attend park excursions.
- 4.4.4. A contemporaneous supervision record must be maintained for all Children's House activities.

4.5. Online Duty of Care

Duty of care extends to online environments. Staff supervise student use of digital platforms, use only approved systems, and maintain visibility and accountability as in physical settings.

4.6. Recordkeeping

Records must include:

- 4.6.1. Duty rosters and supervision logs.
- 4.6.2. Children's House supervision records.
- 4.6.3. Headcounts and rolls for excursions and park visits.
- 4.6.4. Incident and near-miss reports.
- 4.6.5. Risk assessments and audits.

4.7. Duty of Care in Practice

Staff are expected to balance student safety with opportunities for independence. This means setting clear boundaries, modelling safe behaviour, and intervening when necessary.

4.8. Induction and Training

This policy forms part of the induction for all new staff. Duty of care obligations will also be reinforced through professional development, staff meetings, and supervision schedules.

5. RELATED DOCUMENTS

- Attendance Policy and Procedure
- Behaviour Management Policy & Procedure
- Child Friendly Child Safe Policy
- Child Protection and Mandatory Reporting Policy & Procedure
- Digital Technologies Policy & Procedure
- Excursions, Incursions and Camps Policy & Procedure
- Risk Management Policy and Procedure
- Staff Code of Conduct
- Staff Induction Policy & Procedure
- Student Code of Conduct
- Student Health Care Policy and Procedure
- Sun Protection Policy
- Volunteers Policy & Procedure
- Work Health and Safety Policy

6. RELATED LEGISLATION & STANDARDS

- [School Education Act 1999 \(WA\)](#)
- [School Education Regulations 2000 \(WA\)](#)
- [Children and Community Services Act 2004 \(WA\)](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [Privacy Act 1988 \(Cth\)](#)
- [National Principles for Child Safe Organisations](#) (National Office for Child Safety)

7. REVISION HISTORY

#	Date	Owner	Change
V1.0	11/04/2005		Original Policy
	Term 4 2015	Business Manager	Reformatted, removed procedures
V2.0	3/5/2017	Anitra Woodcock	Updated
V3.0	30/9/2025	Sally Alderton	New policy in line with current practice and obligations.