

**POLICY NUMBER: SSCPOL001:3****POLICY TITLE: Duty of care**

Supersedes: SSCPOL001:2

Release Date: January 2020

Review Date: January 2021

**1.0 PURPOSE AND SCOPE**

The purpose of this policy is to ensure all Skillset Senior College Limited (SSC) staff understand obligations and relative legislation regarding duty of care to SSC students

This policy relates to all Skillset Senior College (SSC) staff and students

**2.0 POLICY**

SSC supports the philosophy that all students are capable of exercising control over their own lives with degrees of support that may be afforded by the SSC staff and Skillset Limited.

**Supervision**

Whilst on the property of SSC, all students shall be afforded supervision by staff during breaks and class time. Students do have the right to leave the property of their own accord and at a time they choose, regardless of whether a staff member has recommended against such action.

When a student has left the property by their own choice, SSC still maintains a Duty of Care that is **within reason**.

This is:

- That we expect students to maintain a level of behaviour and responsibility that is governed by general law.
- If SSC believes the student is a direct harm to themselves or other people in the community, SSC will take steps to contact parents, guardians, police or ambulance if required.
- If the students are waiting on the property for parents to pick them up from SSC, a staff member must stay with them until they have been collected.

**Referrals**

This support may be by way of providing referral options and advocacy to the students. If the students determine that they wish to be referred to other services or would like us to act as advocates for them, or for somebody else to act as advocate for them, they may do so verbally or in writing.

The advocacy will be taken on by a member of staff who is authorised to do so and is the choice of the student. This will be agreed to before any referral or advocacy takes place. In each case, whether it be referral or advocacy, advice will not be offered to the students, rather choice will be provided, which can be engaged at any time and also withdrawn at any time as determined by the student.

This referral and advocacy process shall also be within the boundaries of the students' various level of self-determination based on their age. Where age is a limiting factor, the SSC Head of College or Campus Co-ordinator shall work with the student on the level of parental involvement required.

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020