



Duty of Care Statement

For children attending

**St Bernadette's Catholic Parish Port Kennedy
Religious Education program**

The Parish of St Bernadette's in Port Kennedy has a duty of care to children attending the After School Parish Religious Education Program at St Bernadette's School on Tuesday from 3.35 to 4.40.

You are therefore advised of the following:

Enrolment Records:

- Parents must ensure that their child's enrolment form is completed with all the necessary contact details and information.
- Information of any medical, physical or learning conditions that may affect the child's participation in the program must be disclosed.

Privacy:

- All information contained in the forms will not be released to a third party without your consent.
- Your child/children's photos may be taken at special events or in the classroom. Please inform the teacher if you do not wish your child's photo to be taken.

Timetables:

- Classes take place on Tuesday and Thursday in the school library or music room when the library is not available.
- Classes commence at **3.45** and finish at **4.30**.
- Supervision will be provided 10 minutes before and 10 minutes after class. Parents are to supervise their children until a teacher arrives.

Drop off and Pick up:

- It is the responsibility of the parents to drop off and pick up their child/children at the library or music room.
Children will not be allowed to walk to or from the car park without an adult.
- Parents are to inform the teacher if their child/children are to be picked up by someone else.

Teachers:

- **The teachers are volunteers and they deserve respect and co-operation at all times.**
- Teachers will wear an identification badge, which states their name and their role.
- All teachers have a working with children card.
(See www.workingwithchildren.wa.gov.au for more info)
- All teachers have been made aware of and are in possession of **St Bernadette's Duty of Care and Conduct Guidelines.**
- All teachers have completed a form 2 presented by the **Safeguarding Children Project.**

Classroom:

- Teachers will make children aware of their classroom behavior policy for which their full co-operation is required.

Safety :

- Teachers will make children familiar with evacuation procedures as well as safety requirements for the rooms in which they teach.
- Children are not to play on playground equipment before or after lessons.

IN CASE OF AN EMERGENCY CONTACT:

Angela Bregger (coordinator) 0412507505

Parish Priest 95934670

Your child's safety and well-being are most important and we seek your support and co-operation.

Signed _____

Parish Priest

Signed _____

Coordinator