



SECONDARY EDUCATION-SENIOR PATHWAYS

WORKPLACE LEARNING-ACCOMMODATION AWAY FROM HOME

Duty of care checklist for principals/TAFE NSW Institute managers and Private or Community RTO (P/C RTO) managers for all placements involving accommodation away from home

The non-delegable duty of care owed by the Department to its students continues while a student is undertaking a workplace learning placement. A non-delegable duty is described as a stringent and 'personal' duty. It is more than a duty to take care; it is a duty to ensure that reasonable care is taken.

The duty of a School/TAFE NSW/P/C RTO to care for students extends beyond the work day of a placement where accommodation is away from home. Schools, TAFE NSW and the P/C RTO along with the school must take reasonable care to keep all students undertaking placements away from home, free from harm as well as minimise the risk so far as is reasonably practicable. This duty cannot be delegated by the school or TAFE NSW or the P/C RTO to parents, carers, host employers or their workers, external organisations (such as work placement service providers), or accommodation providers.

STUDENT NAME:

SUPERIOR LEARNING OUTCOMES

The placement offers superior learning outcomes and/or post-school opportunities for the student and cannot be completed without the need for overnight accommodation.

YES NO checkboxes

WORK ACTIVITIES, ACCOMMODATION AND LIVING ARRANGEMENTS

Potential risks have been considered and addressed to the Principal/relevant TAFE NSW Institute/P/C RTO manager's satisfaction. Where the student is not staying with a family member, details of activities between the hours the placement finishes and 'lights out' for each day are provided and attached to FORM A.

YES NO checkboxes

ACCOMMODATION SUPERVISION

If the accommodation is not with a family member, the adult supervising the student's accommodation has been advised they must provide a completed DEC Working with Children Check Declaration for volunteers and contractors (Appendix 5) and Proof of Identity (Appendix 6) before the placement can be approved.

YES NO checkboxes

ADVICE TO HOST EMPLOYER ABOUT ONSITE ACCOMMODATION

Matters related to child protection both during placement hours and in the supervision of non-placement hours (including any weekends) have been discussed with the host employer and accommodation supervisor. Advice has been provided about the non provision of alcohol to students e.g. at any staff get-togethers, and the need to limit physical contact with students and to avoid situations where employers/supervisors are alone with a student, particularly after hours. Employers have been requested to share this information with other workers who may be in contact with the student.

YES NO checkboxes

SUPERVISION BY THE SCHOOL/TAFE/P/C RTO

A nominated contact has been identified and a timetable established for maintaining contact with the student and host employer throughout the placement period.

YES NO checkboxes

MAINTAINING CONTACT

The school/ TAFE/ P/C RTO is satisfied that there is reliable mobile reception and/or a land line to support supervisory contact with the student as well as emergency contact by the student with the nominated contact or parent if the need arises.

YES NO checkboxes

TRANSPORTATION

A transport plan for the placement period has been organised by the family, discussed with the School/TAFE/ P/C RTO and communicated to the host employer including arrangements in the event the student cannot complete the placement.

YES NO checkboxes

PREPARING THE STUDENT FOR ON SITE LIVING ARRANGEMENTS

Vigilance about workplace and personal safety has been reinforced with the student and their parents or carer including advice on what to do if things go wrong and who to contact during the placement. This is in addition to the specific preparation that the school/TAFE P/C RTO has provided to address overnight accommodation and living arrangements. This preparation includes how the student should respond to changes to agreed activities or accommodation or any unprofessional familiarity with the student.

YES NO checkboxes

PLACEMENT APPROVAL

The placement can only proceed when the Principal/ TAFE NSW Institute/P/C RTO manager signs the Student Placement Record and FORM A. Where TAFE NSW arranges the placement, the Principal is asked to acknowledge this on Form A.

YES NO checkboxes

CHECKLIST COMPLETED BY:

DATE:/...../.....

A copy of the completed checklist should be attached to FORM A.