

DUTY OF CARE POLICY

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at St Albans Primary School owe to our students and members of the school community who visit and use the school premises.

SCOPE

The scope of this policy is all students, staff and members of the school community.

POLICY

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Bullying Prevention
- On Site Supervision
- Camps and Excursions
- First Aid
- Child Safe Standards
- External Providers
- Emergency Management
- Volunteers
- Visitors
- Mandatory Reporting
- Occupational Health and Safety

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers.

The Department's guidelines in relation to Workplace Learning are available at the following link:
<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/workplace.aspx>

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)
- [St Albans Primary School Visitors Policy](#)
- [St Albans Primary School Camps and Excursions Policy](#)
- [Bullying Prevention](#)
- [Yard Duty Supervision Policy](#)
- [First Aid Policy](#)
- [Child Safety Policy](#)
- [External Providers Policy](#)
- [Emergency Management Policy](#)
- [Volunteers Policy](#)
- [DET Health, Safety and Wellbeing Policy 2018](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle.

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	October, 2018	October, 2022