

Duty of Care Policy

Responsibility	Principal
Reviewed by Council	May, 2024
Due for Review	May, 2027



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email wooranna.park.ps@education.vic.gov.au.

Purpose	The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Wooranna Park Primary School owe to our students and members of the school community who visit and use the school premises.
Policy	<p>“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.</p> <p>Our school has developed policies and procedures to manage common risks in the school environment, including:</p> <ul style="list-style-type: none"> • Yard duty and Supervision • Bullying Prevention • Camps and Excursions • First Aid • Personal Property • Child Safe Standards • Emergency Management • Volunteers • Visitors <p>Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.</p> <p>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.</p> <p>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.</p>
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 <i>Visitors Policy</i> and <i>Camps and Excursions Policy</i> include information on the safety and care of our students when engaged with external providers.
Communication	<p>This policy will be communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> • Available publicly on our school's website

	<ul style="list-style-type: none"> • Included in staff induction processes • Made available in hard copy from the school office upon request 	
Related Documents	<p>Department's Policy and Advisory Library (PAL):</p> <ul style="list-style-type: none"> • Duty of Care <p>Local policies located on the Wooranna Park Primary School website:</p> <ul style="list-style-type: none"> • Yard duty and Supervision • Bullying Prevention • Camps and Excursions • First Aid • Personal Property • Child Safe Standards • Emergency Management • Volunteers • Visitors 	
Policy Review and Approval	Policy last reviewed:	21 May 2024
	Policy consultation:	Staff via staff newsletter on 17 May 2024 School Council on 21 May 2024
	Policy approved by:	Principal
	Next scheduled review date:	May 2027