

DUTY OF CARE POLICY

Wandong Primary School

September 2023 – September 2027



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wandong Primary School on 03 5787 1232 or wandong.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 Wandong Primary School owe to our students and members of the school community who visit and use the school premises.

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 those which pertain to:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Health Care
- Inclusion and Diversity
- Filming and Photographing Students
- Student Wellbeing and Engagement
- Child Safe Standards
- Personal Property
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

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.

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.

COMMUNICATION

This policy will be communicated to Wandong Primary School community in the following ways:

- Available publicly on our school’s website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Ongoing reference to and inclusion within our school newsletter
- Made available in hard copy from school administration upon request



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EVALUATION

This policy will be reviewed every two years, as a part of the Wandong Primary School cyclic policy schedule.

CERTIFICATION

This policy was last review and approved by the school principal on the 10th September 2023 and is due for review in September 2027.

