



Drysdale Primary School

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 Drysdale 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:

- Yard duty and Supervision
- Bullying Prevention
- Student Engagement and Wellbeing
- Inclusion and Diversity
- Camps and Excursions
- First Aid
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Child Safety Responding and Reporting Obligations
- 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.

The Principal will:

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Drysdale Primary School

- Regularly communicate the duty of care and supervision obligations and responsibilities to all staff;
- Regularly communicate the supervision arrangements to parents;
- Determine the level of student supervision to be provided to students in all of the circumstances;
- Allocate specific responsibilities to staff members to provide the supervision that is required;
- Communicate the specific supervision responsibilities allocated to staff members;
- Regularly review the level of student supervision provided to students and make adjustments as and when deemed appropriate;
- Regularly review the duty of care and supervision policy to ensure that it is consistent with the School Policy and Advisory Guide, and continues to meet the duty of care obligations and responsibilities for all students.

Teachers and other staff will:

- Comply with the lawful and reasonable directions of the Principal;
- Comply with all Department and school policies;
- Perform supervisory duties as required.

Parents, guardians and carers will:

- Make appropriate arrangements for the transport, care and supervise students travelling to and from school;
- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school;
- Comply with late arrival and early departure policies and other school based policies.

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. Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Duty of Care](#)
- the Department's Policy and Advisory Library: [Structured Workplace Learning](#)

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- school policies including:
Yard duty and Supervision, Bullying Prevention, Student Engagement and Wellbeing, Inclusion and Diversity, Camps and Excursions, First Aid, Child Safe Standards, Emergency Management, Volunteers, Visitors, Working with Children and Suitability Checks, Child Safety Responding and Reporting Obligations and Occupational Health and Safety.

REVIEW

This policy was last approved by school council in November 2020 and is scheduled for review in November 2023.

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