



# Findon 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 Findon 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 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:

- Anaphylaxis
- Bullying Prevention
- Camps and Excursions (including local excursions)
- Child Safe Standards
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Complaints
- Digital Learning (Internet, Social Media and Digital Devices) — previously called Digital Technologies
- Emergency Management/Critical Incident Planning
- First Aid (includes arrangements for ill students)
- Health Care Needs
- Medication
- Occupational Health and Safety
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision

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/caregivers 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 Visitor Policy and Camps and Excursions Policy include information on the safety and care of our students when engaged with external providers.

### **INFORMING STAFF OF THE LEGISLATIVE LIABILITY OF DUTY OF CARE**

All staff will be informed of their Duty of Care requirements via:

- Access to this policy
- Ensuring Duty of Care is a regular agenda item in meetings as required

Department of Education (DE) staff work within the DE Privacy guidelines  
<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- [Visitors Policy](#)
- [Camps and Excursions Policy](#)

DET Schools' Privacy Policy

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Findon Primary School on 03 9404 1362 or [findon.ps@education.vic.gov.au](mailto:findon.ps@education.vic.gov.au)

## POLICY REVIEW AND APPROVAL

Policy reviewed/ratified	July 2024
Approved by	School Council
Next scheduled review date	July 2027 (3-year review cycle)