

POLICY TITLE: Duty of Care
DATE DEVELOPED: September 2022
REVIEW DATE: September 2026

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement with the World	Academic Excellence	Inclusive Learning Environment	Personal and Social Wellbeing
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PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Essendon North 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 and Response
- Camps and Excursions
- First Aid
- Grounds Maintenance
- Personal Property
- Child Safe Standards
- External Providers
- 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. 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.

COMMUNICATION

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

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

FURTHER INFORMATION AND RESOURCES

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

RELATED POLICIES

- Anaphylaxis Policy
- Asthma Policy
- Bullying Prevention and Response Policy
- Camps and Excursions Policy
- Child Safety Policy
- Child Safety Reporting Obligations Policy and Procedures
- Emergency Management Plan
- First Aid Policy

- Health Care Needs Policy
- Medication Policy
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Personal Property Policy
- Visitors Policy
- Volunteers Policy
- Working With Children Check Procedure
- WorkSafe Compliance Code – First Aid in the Workplace
- Yard Duty and Supervision Policy

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Approved by	Kate Barletta
Next scheduled review date	September 2026 - <i>noting that the recommended minimum review cycle for this policy is 3 – 4 years</i>