



Kalinda Primary School No. 5121



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

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 Kalinda 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:

- Bullying, Cyber-bullying and Harassment Prevention Policy
- Child Safety Policy
- Child Safety Code of Conduct
- Care Arrangements for Ill students Policy
- Child Safety Reporting Policy
- Child Safe Standards
- Emergency Management Policy
- Excursions Policy
- First Aid Policy
- Grounds Maintenance Policy
- Mandatory Reporting Policy
- Occupational Health and Safety Policy
- Student Private Property Policy
- Tree Maintenance Policy
- Volunteers Policy
- Visitors Policy
- Working With Children Check and Suitability Policy
- Visitors and Volunteers Policy
- Yard duty and Supervision Policy

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.

forming Staff of The Legislative Liability of Duty of Care

All staff will be informed of their legal requirement via:

- A copy of this document will be provided to each member of staff at the first staff meeting at the commencement of the school year, and will be placed on the intranet.
- New staff will be informed of their Duty of Care as part of the school's Induction Program.
- Duty of Care will be an agenda item at staff meetings and staff will be directed to familiarise themselves with the [Duty of Care: Policy](#) on the Policy Advisory Library.
- Staff will complete a risk assessment including duty of care when completing planning for camps, excursions and incursions
- Staff will be directed to the student wellbeing policy annually.

Communication of The Duty Of Care Responsibilities of Staff to the Community

The Duty of Care Policy will be:

- 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](#)

RELATED KALINDA PS POLICIES

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POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026