

# Duty of Care Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Pakenham Primary School on 03 5918 3900 or [pakenham.ps@education.vic.gov.au](mailto:pakenham.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 Pakenham 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:

- Anaphylaxis
- Asbestos Management
- Asthma
- Attendance
- Bullying Prevention
- Camps and Excursions (including local excursions)
- Child Safe Standards - Action Plan - Aboriginal Learning, Wellbeing and Safety
- Child Safe Standards - Child Safe Standards Risk Register
- Child Safe Standards - Child Safety and Wellbeing Policy
- Child Safe Standards - Child Safety Code of Conduct
- Child Safe Standards - Child Safety Induction Pack – Volunteers
- Child Safe Standards - Child Safety Responding and Reporting Obligations Policy and Procedures
- Complaints
- Conflict of Interest Policy
- Critical Incident Plan
- Digital Learning (Internet, Social Media and Digital Devices)
- Dress Code - Students (Uniform Policy)
- Emergency Management
- First Aid
- Health Care Needs
- Inclusion and Diversity (includes discrimination and sexual harassment - students)
- Medication (Administration of Medication)
- Occupational Health and Safety
- Photographing, Filming and Recording Students
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement
- Sun Protection

- Visitors
- Volunteers
- Working with Children and Suitability Checks
- 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, 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 our school community in the following ways:

- On enrolment
- An annual reminder on Compass
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request



### Further information and resources

This policy should be read in conjunction with the following Department policies on the Policy and Advisory Library (PAL):

- [Duty of Care](#)
- [Structured Workplace Learning](#)

### Policy review and approval

This policy will be reviewed every 3-4 years by the School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

School Council President	School Principal
Name: Travis Mether	Name: Gail Butterworth
Signed: 	Signed: 

Duty of Care Policy	
Approval Date	September 3rd, 2024
Next Scheduled Review Date	September, 2028

Version	Date	Modification	Consultation	Modified By
Draft	April 2020	Updated for Pakenham Primary School		Rachael Kimber
Version 1	5th May 2020	Changed statement: "Staff at our school understand that school activities involve different levels of risk and may require differentiated levels of care and support, depending on the students involved. This may include considering the level of care and support required for students based on their age or additional needs."		Rachael Kimber
Version 2	May 2024	Updated to new template, changed links to DET sites and added the Communication and Help for Non-English Speakers sections	School Council consultation and approval May 7th 2024	Rachael Kimber
<b>Version 4</b>	<b>September 2024</b>	Updated based on the newest template for compliance with Child Safe Standards. Changes include; adding contact details to the first section, and reformatting and editing the Policy Review and Approval section.	School Council: September 3rd, 2024  Community consultation through Compass Post: September, 2024	<b>Rachael Kimber</b>