

# 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 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)
- CCTV
- Child Safe Standards
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Complaints
- Conflict of Interest Policy
- Critical Incident Plan
- Digital Technologies (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
- SunSmart
- Visitors
- Volunteers
- Working with Children and Suitability Checks
- Yard Duty and Supervision

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. 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.


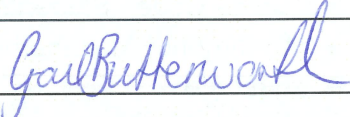
### Further information and resources

- School Policy and Advisory Guide: [Duty of Care](#)

### Evaluation

This policy will be reviewed every 3-4 years, by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with relevant staff and School Council if applicable.

Approved Date	School Council President	School Principal
5th May 2020	Name: Travis Mether	Name: Gail Butterworth
	Signed: 	Signed: 

### Review cycle

This policy was last updated in May 2020 and is scheduled for review in April 2024.

Version	Date	Modification	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