



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 Springside Primary School owe to our students and members of the school community who visit and use the school premises.

Implementation

“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. The duty requires all staff to take all reasonable steps to reduce risk, including, but not limited to:

- provision of suitable and safe premises
- provision of an adequate system of supervision
- implementation of strategies to prevent bullying
- ensuring that medical assistance is provided to a sick or injured student

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Medication Administration Policy
- Personal Property
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Mandatory Reporting
- Occupational Health and Safety

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 (it cannot be assigned to another party), 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

- the Department's Policy and Advisory Library: [Duty of Care](#)
- the Department's Policy and Advisory Library: [Structured Workplace Learning](#)
- Springside Primary School Yard duty and Supervision Policy
- Springside Primary School Bullying Prevention Policy
- Springside Primary School Camps and Excursions Policy
- Springside Primary School First Aid Policy
- Springside Primary School Medication Administration Policy
- Springside Primary School Personal Property Policy
- Springside Primary School Child Safe Standards Policy
- Springside Primary School Emergency Management Plan
- Springside Primary School Volunteers Policy
- Springside Primary School Visitors Policy
- Springside Primary School Mandatory Reporting Policy

Evaluation

- This policy was updated in **MAY 2020**.
- This policy will be reviewed as part of the school's review cycle, scheduled for **MAY 2023**.