DUTY OF CARE POLICY

Help for non-English speakers
If you need help understanding this policy, please contact Watsonia North Primary School at 9435 1285 or email the school: http://www.wats-north.edu.au.

Purpose

This policy aims to explain to our school community the non-delegable duty of care obligations that all staff at Watsonia North Primary 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, including personal injury (physical or psychological) or property damage. The reasonable steps that our school may decide to take in response to 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 Policy
- Asthma Policy
- Camps and Excursions Policy
- Child Protection Policy
- Child Safe Standards
- Emergency Management Plan
- Excursions and Incursions Policy
- First Aid Policy & Procedures
- Grounds Maintenance Program
- Infectious Diseases Policy
- Occupational Health and Safety
- Onsite Supervision Policy
- Positive Relationships and Anti-Bulling Policy
- Student Private Property Policy
- Tree Maintenance Program
- Visitors Policy
- Volunteers 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.

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.

In some circumstances, the duty of care owed by school staff will extend beyond school hours and outside of school grounds. Whether the duty extends outside of school hours or outside school grounds will depend on all the circumstances of each case and the school staff members' knowledge of any reasonably foreseeable risks of injury.

School staff, parents, carers and students are encouraged to speak to the Principal class team to raise any concerns about risks or hazards at our school or our duty of care obligations.

Further Information and Resources

- DET School Policy and Advisory Guide: Duty of Care and Structured Workplace Learning
- WNPS *Onsite Supervision Policy*
- WNPS *Child Safe Standards*
- WNPS *Visitors Policy*
- WNPS Camps and Incursions Policy
- DET Students at risk - planning tool

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

Policies - Watsonia North Primary School (wats-north.vic.edu.au)

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

School Operational and Curriculum Policies are available in classrooms, office spaces and communal areas for convenient access.

Provided to the staff at induction and included in staff handbook/manual

Discussed at staff meetings/briefings as required

Evaluation and Review

Evaluation of the *Duty of Care Policy* will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated and approved by Watsonia North Primary School's Acting Principal in August 2022, and is scheduled for review in 2026.

Related Policies

All Department policies relating to the care, health, safety and wellbeing of students, including:

- Bullying Prevention and Response
- Child Safe Standards
- Child Protection and Child Safe Standards (PROTECT)
- Excursions
- International Student Program (ISP)
- Legal Claims, Subpoenas, Summonses and Other Legal Documents
- Risk Management — Schools
- Supervision of Students
- Volunteers in Schools

Other policies relevant to duty of care include:

- Insurance for Schools
- Personal Liability of School Employees
- School Council — Liability and Legal Proceedings

Related Legislation

- Wrongs Act 1958 (Vic)

Policy last reviewed	**23 August 2022**
Approved by	**Acting Principal**
Next scheduled review date	**August 2026**