



# DUTY OF CARE POLICY

Policy 2022-2026



## Help for non-English speakers

If you need help to understand this policy, please contact Glenroy College on 9304 0400

### Purpose:

The purpose of this policy is to explain to our College community the duty of care obligations that all staff at Glenroy College owe to our students and members of the College community who visit and use the College 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 College may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our College has developed procedures to manage common risks in the College environment, including:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Tree Maintenance
- Grounds Maintenance
- Student Private Property
- Child Safe Standards
- External Providers (including RTOS delivering VET/VCAL)
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

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 members at our College understand that College 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 College also understands that it is responsible for ensuring that the College premises are kept in good repair and will take reasonable steps to reduce the risk to members of our community suffering injury or damage because of the state of the premises.

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

### External Providers

Staff members 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.

Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our School will follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

#### Communication:

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- 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](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)

#### Communication:

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

- Included in staff induction processes
- *Discussed at staff briefings or meetings, as required*
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- *Uploaded to our school website*

#### Policy Review and Approval:

Policy last reviewed	June 2022
Approved by	Principal and School Council
Next scheduled review date	June 2026