

## DUTY OF CARE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office.

### PURPOSE

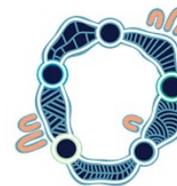
The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Ngurruga School owe to our students and members of the school community who visit and use the school premises.

### 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 depends on the circumstances of the risk.

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

- Anaphylaxis
- Asthma
- Bullying Prevention
- Bus Safety
- Camps and Excursions
- Child Safe Standards
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Critical Incident Plan
- Dogs at School
- Duty of Care
- External Providers
- Emergency Management
- First Aid
- Tree Maintenance
- Grounds Maintenance
- Student Private Property
- Head lice
- Health Care Needs
- Inclusion and Diversity (including discrimination and sexual harassment – students)
- Medication
- Occupational Health and Safety
- Photography, Filming and Recording of students



- Privacy
- Student Wellbeing and Engagement
- Sun Protection
- Volunteers
- Visitors
- 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 take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

Ngurruga School uses the department's Risk Management Process for Schools when assessing and documenting the risk(s) associated with:

- [Emergency and Critical Incident Management Planning](#)
- [Child Safe Standards](#)
- [OHS Management System \(OHSMS\) Overview](#)
- [Excursions](#)
- [Buses – Owned, Hired or Chartered by a School](#)

When assessing the risks listed above, we document the identified risks in a risk register. A template risk register is available in the Risk Management - School Policy [Resources tab](#).

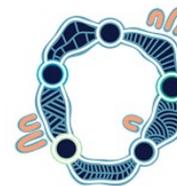
School staff, parents, carers and students are encouraged to speak to the Principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

### **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.

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 follows all applicable Department of Education policy and guidelines in relation to off-site learning and ensures 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 is communicated to our school community in the following ways

- Provided to staff at induction and included in staff handbook
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from general office 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](#)
- Bullying Prevention Policy
- Camps and Excursions Policy
- Emergency Management Plan
- First Aid Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Occupational Health and Safety
- Volunteers Policy
- Visitors Policy
- Yard Duty and Supervision Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2028 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.