ALBANY RISE PRIMARY SCHOOL

Duty of Care Policy

REVIEW DATE: 2029

Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

ARPS 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 Albany Rise 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:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- Anaphylaxis Policy, Asthma Policy, First Aid Policy & Medication Policy
- Child Safe Standards, Child Safety Policy, Child Safe Reporting Policy & Child Safe Risk Assessment
- Code of Conduct
- External Providers
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety
- Student Engagement & Wellbeing policy,
- Contractor Policy and Procedures (including external providers of support services and group incursions)

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.

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.

1. **External Providers**
2. 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.

ARPS 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
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- 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
- Structured Workplace Learning

References:

https://www2.education.vic.gov.au/pal/duty-of-care/policy

https://www2.education.vic.gov.au/pal/supervision-students/policy

https://www2.education.vic.gov.au/pal/personal-liability-school-employees/policy

https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx

Google Drive: https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA
Website: https://albanyrise-ps.vic.edu.au/about-us/policies/

POLICY REVIEW AND APPROVAL

Policy last reviewed	18th June 2025
Approved by	School Council: Principal:
Next schedule review date:	2029