

DUTY OF CARE POLICY



HELP FOR NON-ENGLISH SPEAKERS

IF YOU NEED HELP TO UNDERSTAND THE INFORMATION IN THIS POLICY, PLEASE CONTACT HEANY PARK PRIMARY SCHOOL ON 9764 5533 OR HEANY.PARK.PS@EDUCATION.VIC.GOV.AU.

PURPOSE

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

SCOPE

“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.

OBJECTIVE

- To implement the policies and procedures our school has developed to manage common risks in the school environment, including:
 - Anaphylaxis Management
 - Bullying Prevention
 - Camp
 - Child Protection Reporting (Mandatory Reporting)
 - Excursions and Incursions
 - First Aid and Medications
 - Child Safe Standards
 - External Providers
 - Emergency Management
 - Information Privacy
 - Occupational Health and Safety
 - Student Mobile Phones
 - Sun Smart
 - Volunteers
 - Visitors to Schools
 - Working with Children
 - Yard Duty and Supervision

GUIDELINES FOR IMPLEMENTATION

- Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organization while the child is under the care, supervision or authority of the organization.
- 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, 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 to Schools Policy*, *Camp Policy* and *Excursions & Incursions Policy* include information on the safety and care of our students when engaged with external providers.

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

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)
- HPPS Website: <https://heanyparkps.vic.edu.au/>

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	Principal
Next scheduled review date	March 2029