



**Wollert**  
Primary School

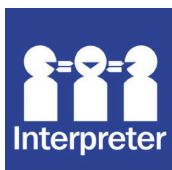
# **Duty of Care**

## **Policy**





# Duty of Care Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the Business Manager.

## PURPOSE

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

## POLICY

Wollert Primary School is a Supported Inclusion School (SIS) that provides an environment where all student needs are catered for and everyone belongs. We pride ourselves in delivering high quality education for all in a learning community that embraces and values the uniqueness and character of every student. Every student at Wollert Primary School has the right to learn and is supported and celebrated in doing so.

“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
- Digital Learning
- Camps and Excursions
- First Aid
- Tree Maintenance
- Grounds Maintenance
- Student Private Property
- Child Safe Standards
- External Providers
- Emergency Management
- Volunteers
- Visitors
- Inclusion and Diversity
- 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 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 Policy* and *Camps and Excursions 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

This policy should be read in conjunction with the following Department policies and guidelines:

- [Duty of Care](#)

The following school policies are also relevant to this policy:

- Bullying Prevention Policy
- Digital Learning Policy
- Camps and Excursions Policy
- Child Safe Policy
- Emergency Management Plan
- First Aid Policy
- Child Safety Responding and Reporting Policy
- Occupational Health and Safety
- Volunteers Policy
- Visitors Policy
- Inclusion and Diversity Policy
- Yard Duty and Supervision Policy



## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2023
Approved by	Principal (Kaylene Kubeil on behalf of Leanne Tingwell)
Next scheduled review date	August 2026