



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

## DUTY OF CARE POLICY

**Latest DET Update:** 7 July 2021

**First Developed:** November 2017

**Updated:** July 2018, January & September 2019, August 2020, June 2022



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9870 1566 and an interpreter can be arranged.

### PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Ainslie Parklands Primary School (APPS) 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
- First Aid
- Child Safe Standards
- Emergency Management Plan
- 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 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.

**Ms Jane Capon**  
Principal

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[www.ainslieparklandps.vic.edu.au](http://www.ainslieparklandps.vic.edu.au)



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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:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at staff briefings/meetings
- Included in transition and enrolment packs
- Annual reminders in our school newsletter
- Hard copy available from school administration upon request

## MORE INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Duty of Care](#)

Relevant School Policies are available on the APPS website:

- *Yard Duty and Supervision Policy*
- *Bullying Prevention Policy*
- *Camps and Excursions Policy*
- First Aid policies: *First Aid, Asthma, Anaphylaxis, Medication and Health Care Needs policies*
- Child Safe Standards: *Child Safety Policy, Child Safe Code of Conduct, Child Safe Responding and Reporting Policy*
- *Volunteers Policy*
- *Visitors Policy*

## POLICY REVIEW AND APPROVAL

<b>Policy last reviewed</b>	June 2022
<b>Approved by</b>	Principal – Jane Capon
<b>Next scheduled review date</b>	June 2026
<b>Note</b>	Policy mandatory for VRQA purposes
<b>Child Safe Standards</b>	Referenced in policies applicable to Standards including Standard 7

**Ms Jane Capon**  
Principal

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