



## **POLICY STATEMENT: DUTY OF CARE**

**PREPARED BY:** Michael Youngs  
**APPROVED BY COUNCIL:** 12 November 2019  
**REVIEWED:**

### **PURPOSE**

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Cranbourne Park 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
- First Aid
- Tree Maintenance
- Grounds Maintenance
- Student Private Property
- Child Safe Standards
- External Providers
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

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.

### FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)

Further information can be found in the policies and procedures listed below, they are available online at: [www.cranbournepark.vic.edu.au/page/107](http://www.cranbournepark.vic.edu.au/page/107)

- Visitor's Policy
- Volunteer's Policy
- Camps and Excursions Policy
- Yard Duty and Supervision
- Bullying Prevention Policy
- First Aid Policies and Procedures
- Child Safe Policies and Procedures

### REVIEW CYCLE

This policy was last updated on 6 November 2019 and is scheduled for review in February 2023.