



Duty of Care Policy



Help for non-English speakers

If you need help to understand this policy, please contact Warrnambool East Primary School 55624100.

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Warrnambool East PS 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,

- Yard duty and Supervision
- Camps and Excursions
- First Aid
- Child Safe Standards
- Emergency Management
- 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.

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

- Discussed at staff meetings/briefings as required
- Provided to staff at induction and included in staff handbook
- 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
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FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carers/student communication method)
- Reminders in our school newsletter
- Discussed in student forums
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Evaluation

Policy last reviewed	June 2025
Approved by	Principal – Marina Milich
Next review date	June 2028

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, a school policy addressing this issue is required by the Minimum Standards for school registration (and school reviews). The Minimum Standards for school registration also require schools to ensure the safety and welfare of students learning with an external provider. Information on external providers is also included in this template policy.
Does this policy have to be approved by school council?	No
Recommended consultation	Consultation with your school council is not required for this policy as the content applies to all Victorian government schools and does not need to be tailored to your school community. Principals may choose to present it to school council for noting.
What is the basis of this policy?	• Minimum Standards for school registration (and school reviews) • The Department's Policy and Advisory Library: Duty of Care
Recommended review cycle	3 to 4 years