

Duty of Care Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 03 5973 9100.

Rationale

In addition to their professional obligations, principals and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable.

Aims

- To ensure that all staff have an understanding of their duty of care to students, and behave in a manner that does not compromise these legal obligation.

“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 college may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our college has developed policies and procedures to manage common risks in the school environment, including:

- Yard duty and Supervision
- Bullying prevention, Cyber-Bullying and Harassment
- Camps and Excursions
- First Aid
- Grounds maintenance
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Inclusion and Diversity
- 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 college 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 college also understands that it is responsible for ensuring that the college 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.

College 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
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

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](#)
- BJC Visitors Policy
- BJC Camps and Excursions Policy

Review cycle

Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2028