# Duty of Care Policy

**Help for non-English speakers**

**If you need help to understand the information in this policy please contact Roslyn Primary School**

## Purpose

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

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 Roslyn Primary 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.

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

- 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**

- the Department's Policy and Advisory Library (PAL): Duty of Care
- the Department's Policy and Advisory Library (PAL): Structured Workplace Learning
- Camps and Excursions Policy
- Bullying Prevention Policy
- Mandatory Reporting Policy
- Supervision Policy and Procedures
- Student Management Policy
- Visitors Policy
- Working With Children's Check Policy and Procedure

**Policy Review and Approval**

This policy does not require School Council approval.

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| Policy last reviewed | May 2025 |
| Approved by | Principal |
| Next scheduled review date | May 2026 |