DUTY OF CARE POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Kala Primary School Administration Office staff.

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Kala 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
- Grounds Maintenance
- Personal 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 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 takes reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

Kala Primary School uses the department's Risk Management Process for Schools when assessing and documenting the risk(s) associated with:

- Emergency and Critical Incident Management Planning
- Child Safe Standards
- OHS Management System (OHSMS) Overview
- Excursions
- Buses – Owned, Hired or Chartered by a School

When assessing the risks listed above, we document the identified risks in a risk register. A template risk register is available in the Risk Management - School Policy Resources tab.

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 is 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
- Discussed at staff meetings/briefings as required
- Included as a reference in a school Compass post at the beginning of each school year
- Made available in hard copy from our schools Administration Office upon request

FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library (PAL):
  - Duty of Care
- Related policies and procedures:
  - *Administration of Medication Policy*
  - *Anaphylaxis Policy*
  - *Asthma Policy*
  - *Bullying Prevention Policy*
  - *Camps and Excursions Policy*
  - Child Safety Responding and Reporting Obligations Policy and Procedures
  - Emergency Management Plan
  - *First Aid Policy*

- *Health Care Needs Policy*
- *Occupational Health and Safety*
- *Volunteers Policy*
- *Visitors Policy*
- *Yard Duty and Supervision Policy*

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2028 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.