

# Duty Of Care Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Avenues Education. Level 2, 999 Nepean Highway, Moorabbin, Victoria 3189. Phone: 03 8552 0588 Email: [avenues.education@education.vic.gov.au](mailto:avenues.education@education.vic.gov.au)

## Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Avenues Education 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 is a unique education context that means at our outreach education program locations, we have a shared duty of care with the Alfred and Eastern Health Child and Youth Mental Health Services. At these locations we rely on the respective health authorities’ procedures to manage common risks in the environment, including:

- First Aid
- Student medical conditions
- Management and distributing medicine
- Emergency management (including managing fire risk)
- Visitors
- Anaphylaxis Management
- Buildings, facilities and grounds

If our staff identify a risk relating to our students in these areas, they will take reasonable steps to reduce that risk which will be in accordance with any relevant policy or procedure and will typically include informing relevant staff of the issue or incident for appropriate follow up action.

At our Alfred Child and Youth Mental Health Service campus, with the exception of Emergency Management, buildings, facilities and grounds is shared with Alfred Health, the duty of care is not shared with other entities and our school has developed procedures to manage these common risks at this campus.

In addition, we have developed policies and procedures to manage common risks in all our school environments, including:

- On-site supervision
- Bullying Prevention
- Camps and Excursions
- Child Safe Standards
- Volunteers
- Working with Children and Suitability Checks

- Mandatory Reporting
- Occupational Health and Safety
- Student Wellbeing and Engagement (including Restrictive interventions)
- Digital Learning (Internet, Social Media and Digital Devices)

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.

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:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Discussed with our partners (i.e. Child Youth Mental Health Services)
- Made available publicly on our school website

### 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](#)

### Policy review and approval

Policy last reviewed	02/08/24
Approved by	Principal
Next scheduled review date	02/08/27