


<i>Policy: Duty of Care</i>		
Date of next Review: 2028 Responsible for review: <i>Principal</i>	Bright P-12 College Policy 	Date Approved: 4th December 2024 Approving Authority: Principal

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Bright P-12 College owe to our students, International Exchange Students and members of the school community who visit and use the school premises.

<p>KEY ACTIONS</p> <p><i>Principal/Leadership Team</i></p> <p>Development of Policies and Procedures</p> <ul style="list-style-type: none"> • Implementing and maintaining policies for managing common risks. <p>Risk Management</p> <ul style="list-style-type: none"> • Ensuring school premises are maintained and taking steps to reduce foreseeable harm. <p>Compliance with Department Guidelines</p> <ul style="list-style-type: none"> • Adhering to Department of Education policies and guidelines. <p>Encouragement of Communication</p> <ul style="list-style-type: none"> • Encouraging open communication about risks or duty of care obligations. <p><i>Teaching and Support Staff</i></p> <p>Child Safety</p> <ul style="list-style-type: none"> • Taking precautions to prevent child abuse and following reporting obligations. <p>Support for Students</p> <ul style="list-style-type: none"> • Providing additional care for younger students or those with additional needs and ensuring safety during activities. <p>Engagement with External Providers</p> <ul style="list-style-type: none"> • Maintaining duty of care and following relevant policies when external providers are involved. <p><i>External Providers</i></p> <p>Off-Site Learning Programs</p> <p>Ensuring student safety during off-site programs and following Department guidelines.</p>

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:

- Anaphylaxis
- Bullying Prevention
- Camps and Excursions (including local excursions)
- Child Safe Standards
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Complaints
- Critical Incident Planning
- Digital Learning (Internet, Social Media and Digital Devices) — previously called Digital Technologies
- Emergency Management
- First Aid (includes arrangements for ill students)
- Health Care Needs
- Medication
- Occupational Health and Safety
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision

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.

Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our School will follow all applicable Department of Education policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available in the Structured Workplace Learning policy on the Policy and Advisory Library.

COMMUNICATION

This policy will be communicated to our school community in the following ways [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school Front Office upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies on the Policy and Advisory Library (PAL):

- Duty of Care
- Structured Workplace Learning