

## 1 Purpose and Rationale

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

## 2 Policy Goals

To describe the steps that Sandringham College has put in place to meet its duty of care obligations.

## 3 Implementation

“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 (including RTOS delivering VET/VCAL)
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

Sandringham College acknowledges that the school owes all students a duty of care to:

- take reasonable measures to protect them from reasonably foreseeable risks of injury.

- take reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises.
- 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. 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.

### 3.1 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, Activities and Excursions Policy includes 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 and Training (DET) 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 at the following link:

<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/workplace.aspx>

## 4 Communication

Under the VRQA's guidelines schools are required to communicate this policy to staff, students, guardians and the school community. Sandringham College will communicate this policy 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 publicly available on our College website
- Included as an annual reference in the School newsletter
- Made available in hard copy upon request

## 5 Monitoring & Review

This policy was last updated in November 2021. Please refer to the Sandringham Policy Schedule for the next review date.

## 6 Definitions

DET – Department of Education and Training

Non-delegable - meaning that it cannot be assigned to another party. e.g. when on a sporting trip, the duty of care required of a Sandringham College teacher in regard to the student or students in their care cannot be delegated to the sports coordinator from another school, the venue provider etc.

## 7 References

This policy should be read in conjunction with the following school policies:

School Policy and Advisory Guide: [Duty of Care](#)

School Policy and Advisory Guide: [Workplace Learning](#)

Sandringham College Visitors Policy

Sandringham College Camps, Activities and Excursions Policy

Sandringham College Supervision (VET) Policy

Policy Number	SC-OP-14	Last Approval Date	December 2021
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Principal Team	Next Review Date	1 <sup>st</sup> May 2024
Review Frequency	Document Availability	Policy Delivery	

- 1 Year
- 2 Years
- 3 Years
- As Required
- n/a

- College Website
- Student Compass
- Parent Compass
- Staff Compass
- Staff Information Drive
- Enrolment Pack

- Annual Staff Meeting
- Annual Parent Meeting
- Annual Student Meeting
- Annual School Assembly
- Staff Handbook/Manual
- College Newsletter
- Staff DL