



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Head of Year or Year Level Leader who can arrange an interpreter.

## 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 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 we are required to take reasonable precautions to prevent the abuse of a child by an individual with 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.

### 2.1 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 policy and guidelines in relation to off-site learning and activities. The Department's guidelines in relation to Workplace Learning are available at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

### 3 Communication

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

### 4 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: [Structured Workplace Learning](#)

Sandringham College Visitors Policy

Sandringham College Camps, Activities and Excursions Policy

Sandringham College Supervision (VET) Policy



5 Policy Review and Approval

| Policy Number  | SC-OP-14  | Last Approval Date   | December 2025  |
|--|---|--|----------------|
| Policy Owner   | Sandringham College   | Approved By  | School Council |
| Policy Reviewer  | Principal Team  | Next Review Date   | December 2028  |
| Review Frequency   | Document Availability   | Policy Delivery  |                |
| <input type="checkbox"/> 1 Year<br><input type="checkbox"/> 2 Years<br><input checked="" type="checkbox"/> 3 Years<br><input type="checkbox"/> As Required<br><input type="checkbox"/> n/a | <input checked="" type="checkbox"/> College Website<br><input type="checkbox"/> Student Compass<br><input type="checkbox"/> Parent Compass<br><input type="checkbox"/> Staff Compass<br><input checked="" type="checkbox"/> Staff Information Drive<br><input type="checkbox"/> Enrolment Pack<br><input checked="" type="checkbox"/> Staff Induction Materials | <input type="checkbox"/> Annual Staff Meeting<br><input type="checkbox"/> Annual Parent Meeting<br><input type="checkbox"/> Annual Student Meeting<br><input type="checkbox"/> Annual School Assembly<br><input checked="" type="checkbox"/> Staff Handbook/Manual<br><input type="checkbox"/> College Newsletter<br><input type="checkbox"/> Staff DL |                |