



DUTY OF CARE POLICY



Help for non-English speakers

If you need help to understand this policy, please contact the school administration office on (03) 5782 1268 or via kilmore.ps@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 Kilmore 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, which can be found on the school website ([School Policies](#)), including:

- *KPS Aboriginal Learning, Wellbeing and Safety policy*
- *KPS Bullying Prevention Policy*
- *KPS Child Safety Responding and Reporting Obligations Policy and Procedures*
- *KPS Child Safety and Wellbeing Policy*
- *KPS Code of Conduct Policy*
- *KPS Complaints Policy*
- *KPS Emergency and Critical Incident Management plan*
- *KPS First Aid Policy*
- *KPS Student Wellbeing and Engagement Policy*
- *KPS School Operations Manual and Occupational Health and Safety Induction Handbook*
- *KPS Inclusion and Diversity Policy*
- *KPS Volunteers Policy*
- *KPS Yard duty and supervision policy*
- *KPS Working with Children Clearance Register*



Kilmore Primary School

Principal: Mr Neil O'Sullivan

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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 or Assistant Principal (Positive Climate for Learning) 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:

- Included in staff induction processes
- Available publicly on our school's website
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request



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FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this policy:

- List of related local [School Policies](#) provided above

The following Department of Education and Training policies and Policy and Advisory Library (PAL) are relevant to this policy:

- [Duty of Care](#)
- [Structured Workplace Learning](#)

POLICY REVIEW AND APPROVAL

The Principal is responsible for reviewing and updating this policy every three years.

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	December 2025