

# MONTPELLIER PRIMARY SCHOOL

## DUTY OF CARE POLICY

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### Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop:

Phone 03 9280 1955 for interpreters.

## PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Montpellier 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.

School staff have a duty of care in relation to students. Principals, teachers and other staff working with students must take reasonable steps to minimise the risk of reasonably foreseeable harm, including by:

- providing suitable and safe premises
- providing an adequate system of student supervision
- undertaking risk assessments for school activities and events
- implementing strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
- ensuring that appropriate medical assistance is provided to a sick or injured student
- ensuring the school complies with the Child Safe Standards
- taking other reasonable precautions to minimise the risk of child abuse by an individual associated with the school
- implementing relevant Department and local school policies
- managing employee recruitment, conduct and performance

Our school has developed policies and procedures to manage common risks in the school environment, including. Please refer to the following relevant policies on our school website.

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Anaphylaxis
- Asthma
- Student Private Property
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting



## MONTPELLIER PRIMARY SCHOOL DUTY OF CARE POLICY

- Occupational Health and Safety

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.

Those students requiring extra support will have a Ready to Learn Plan, an Individual Education Plan and where necessary a Risk Assessment. Staff will communicate these documents and strategies that are in place to support the identified students.

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.

### INFORMATION AND RESOURCES

Students at Risk Planning Tool

- **STUDENTS AT RISK PLANNING TOOL (LOGIN REQUIRED)**
- School Policy and Advisory Library: [Duty of Care](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	1st November 2023
Approved by	Principal
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Next scheduled review date	Before Term 4, 2026 (3-4 Year Cycle)

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.