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# DUTY OF CARE POLICY

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## PURPOSE

The purpose of this policy is to explain to our college community the duty of care obligations that all staff at Scoresby Secondary College owe to our students and members of the college community who visit and use the college premises.

## POLICY

“Duty of care” is a legal obligation that requires colleges 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 Scoresby Secondary College may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Scoresby Secondary College has developed policies and procedures to manage common risks in the college environment, including:

- Yard Duty and Supervision
- Bullying
- 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

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 Scoresby Secondary College understand that activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Scoresby Secondary College also understands that it is responsible for ensuring that the College 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.

College staff, parents, carers and students are encouraged to speak to the Principal to raise any concerns about risks or hazards at our College, or our duty of care obligations.

## 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 to ensure your staff are aware of their duty of care obligations]:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- Education Department Policy and Advisory Library: [Duty of Care](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2021
Approved by	Gail Major (Executive Principal)
Next scheduled review date	December 2023