

DUTY OF CARE POLICY

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Tecoma 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, including:

- Yard Duty and Supervision Policy
- Bullying Prevention Policy
- Camps and Excursions (including local excursions) Policy
- First Aid Policy
- Administration of Medication Policy
- Health Care Needs Policy
- Digital Technologies (Internet, Social Media and Digital Devices) Policy
- Personal Property Policy
- Child Safe Standards Policy
- External Providers Policy
- Emergency Management Plan
- Volunteers Policy
- Visitors Policy
- Working with Children and Suitability Checks Policy
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy
- Fire Prevention and Maintenance Policy
- Occupational Health and Safety Policy.

Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with Tecoma Primary School while the child is under the care, supervision or authority of our school.

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.

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:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- In the School Policies folder in Google Drive
- Made available publicly on our school website
- Made available in hard copy from school administration upon request.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- Yard Duty and Supervision Policy
- Bullying Prevention Policy
- Camps and Excursions (including local excursions) Policy
- First Aid Policy
- Administration of Medication Policy
- Health Care Needs Policy
- Digital Technologies (Internet, Social Media and Digital Devices) Policy
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POLICY REVIEW AND APPROVAL

<i>This policy has a minimum review cycle of 3-4 years</i>	This policy was approved by School Council on 17th June, 2025 and is scheduled for review in May, 2028
<i>Reviewed by</i>	<i>Di Double, Lisa Dell, Lisa Hoskins-Faul, Kelly Sullivan, Phil Darbyshire, Chelsey Robins</i>
<i>Approved by</i>	Acting Principal – Brooke Cross School Council President – Lisa Dell