



DUTY OF CARE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact:
kew.east.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 Kew East 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
- Bullying Prevention & Response
- Camps and Excursions
- First Aid
- Tree Maintenance
- Grounds Maintenance
- Personal Property
- Child Safe Standards
- External Providers
- 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 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 during induction processes
- Discussed at staff meetings/briefings as required
- 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](#)
- the Department’s Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- KEPS Policies relating to those listed above (KEPS Website): [Policies](#)

POLICY REVIEW AND APPROVAL

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|----------------------------|-------------|
| Policy last reviewed | August 2024 |
| Approved by | Principal |
| Next scheduled review date | August 2028 |

APPENDIX A: KEW EAST PRIMARY SCHOOL DUTY OF CARE OPERATIONAL PRACTICES & PROCEDURES RELEVANT TO PARENTS / CARERS & VISITORS

School Supervision Before, During and After School

- At KEPS, supervision at the beginning of the school day will usually commence at 8.45am. This supervision will include yard duty in the senior and junior school grounds.
- Supervision at the end of the school day will usually be provided until 3.45pm. This supervision will include, yard duty in the senior and junior school grounds.
- If a parent, guardian or carer (or other authorised person) drops off or otherwise organises for a student to be on the school premises before supervision commences at the beginning of the day, the Principal will, as soon as practicable and aware of the situation, follow up with the parent/guardian or carer to:
 - advise of the supervision arrangements before school; and
 - request that the parent, guardian or carer make alternate arrangement.

Late arrival or early departure

- In relation to early departure from school, the procedure will include:
 - an authorised person must sign the student out from the office and then go to the classroom with the sign out slip, handing it to the teacher and then take the student;
 - teachers will not allow students to depart class early unless a departure slip is provided. If an authorised person forgets to collect a departure slip from the office, they will need to first go to the office to collect one, then return to the classroom to collect the student;
 - students will be only permitted to leave the school premises under the supervision of a parent or another person authorised by parents to collect the student; and
 - if the person collecting the student is unknown to school staff, school office staff may request photo identification to verify the person's identity.
- If a student arrives late to school, they must be accompanied by the parent/carer to the office so they can sign the student in late. A student cannot sign themselves in as late. The parent/carer then needs to hand the late slip to the teacher while dropping off their child to the classroom.

Visitors

- At KEPS, the procedure is as follows:
 - all visitors sign in at the office and place a sign in slip into a lanyard to be worn throughout their visit;
 - all visitors must acknowledge the Child Safe Statement; and
 - all visitors must sign out and return their lanyard on departure from the school.