

DUTY OF CARE POLICY



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Hume Valley School.

Ph: 9309 3477

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Hume Valley 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 Hume Valley School may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Hume Valley School has developed policies and procedures to manage common risks in the school environment, including:

- Yard Duty and Supervision
- Bullying Prevention
- 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

Hume Valley 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 Hume Valley School understand that school activities involve different levels of risk, and that particular care may need to be taken to support younger students and our students with intellectual

disabilities and other 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 OHS Manager or Principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

EXTERNAL PROVIDERS

Hume Valley School staff 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.

Hume Valley School also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Hume Valley School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount.

The Department's guidelines in relation to Workplace Learning are available at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

The Department's information in relation to Career Education and Workplace Learning for Students with Disability is available at the following link:

<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/disabilitypathways.aspx>

The Department's information about Workplace Learning for Secondary Students is available at the following link:

<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/default.aspx>

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
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's annual review cycle.

Policy last reviewed	February 2024
Consultation	February 2024 Student Wellbeing Team, SSL
Approved by	Principal
Next scheduled review date	February 2026