



Rosewood Downs Primary School

Duty of Care Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Rosewood Downs Primary School on 03 9795 3744 or rosewood.downs.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 Rosewood Downs 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.

Duty of care applies whenever students are under the supervision or authority of the school, including during school hours, while participating in school activities (including excursions, camps and sporting events), and during other activities organised or supervised by the school.

Staff at Rosewood Downs Primary School must take reasonable steps to:

- provide adequate supervision of students
- follow school policies and procedures designed to protect student safety
- respond appropriately to risks, hazards or incidents
- report safety concerns or incidents to school leadership
- ensure students are not exposed to foreseeable risk of harm.

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

- Anaphylaxis
- Bullying Prevention
- Camps and Excursions (including local excursions)
- Child Safe Standards
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Complaints
- Critical Incident Planning
- Digital Learning (Internet, Social Media and Digital Devices) — previously called Digital Technologies
- Emergency Management
- First Aid (includes arrangements for ill students)
- Health Care Needs
- Medication
- Occupational Health and Safety

- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision

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.

1. 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

Under the VRQA's Guidelines to the Minimum Standards for School Registration, schools are required to have evidence of how they communicate this policy to staff, students, parents, guardians and the school community.

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 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

This policy should be read in conjunction with the following Department policies on the Policy and Advisory Library (PAL):

- [Duty of Care](#)
- [Structured Workplace Learning](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	Principal
Next scheduled review date	Before March 2030