

DUTY OF CARE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500.

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at the Victorian School of Languages 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 measures 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*
- *Camps and Excursions*
- *First Aid*
- *Child Safe Standards*
- *Emergency Management*
- *Volunteers*
- *Visitors*

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.

The VSL will take reasonable care that any student (or other persons) on VSL premises (where face to face teaching occurs) will not be injured or damaged because of the state of the premises including things done or omitted to be done on the premises. Any perceived risks on physical premises will be communicated to the host schools for rectification.

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
- Discussed at staff meetings/briefings as required
- Included as annual reference in VSL and Area newsletters
- Made available publicly on our school website – www.vsl.vic.edu.au
- Made available in hard copy from school administration upon request

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FURTHER INFORMATION AND RESOURCES

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- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- for further information on additional policies, please refer to our website; www.vsl.vic.edu.au

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council Meeting: 17 August 2022
Approved by	Principal
Next scheduled review date	July 2025