

# Duty of Care Policy

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## HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the office at Spring Parks PS.

## PURPOSE

The purpose of this policy is to explain to our school community the non-delegable (remains our responsibility) duty of care obligations that all staff at Spring Parks 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. This policy will be communicated to parents via our school website.

Duty of care requires that our principals and teachers to take reasonable steps to minimise the risk of reasonably foreseeable harm, including, but not limited to:

- ensuring the school complies with the seven Child Safe Standards
- taking other reasonable precautions to minimise the risk of child abuse by an individual associated with the school
- provision of suitable and safe premises (Occupational Health and Safety Policy)
- undertaking risk assessments for school activities and events
- provision of an adequate system of supervision (Yard Duty Policy, Attendance Policy)
- implementation of strategies to prevent bullying (Bullying Prevention Policy)
- implementing strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students
- ensuring that medical assistance is provided to a sick or injured student (First Aid Policy)
- implementing relevant Department and local school policies
- managing employee recruitment, conduct and performance (Performance and Development processes).

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
- Tree Maintenance
- Grounds Maintenance
- Student Private Property

- Child Safe Standards
- External Providers (e.g. Sporting Schools, Incursions) and other community organisations
- 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 greater measures 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 to 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:

- Available on school website
- Included in staff induction processes and staff training
- Hard copy available from school administration upon request

#### FURTHER INFORMATION AND RESOURCES

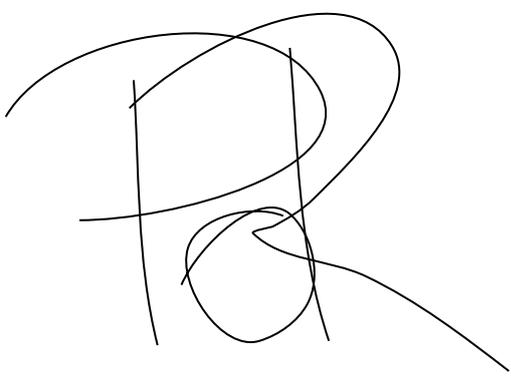
- School Policy and Advisory Guide: [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- See: Bullying Prevention Policy, Occupational Health & Safety Policy, Yard Duty Policy, Attendance Policy and First Aid Policy.

#### REVIEW CYCLE

Spring Parks Primary School Council will review this policy every 4 years.

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Policy last reviewed	February, 2026
Approved By	<b>Philip O'Reilly, Principal</b>
Approval Authority (Signature & Date)	
Next scheduled review date	February, 2030
Responsible for Review	<b>Philip O'Reilly, Principal</b>

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