Collingwood College

Duty of Care Policy

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Review By: Sam Luck



Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
Phone: (03) 9417 6681
Email: collingwood.co@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 Collingwood College owe to our students and members of the school community who visit and use the school premises.

Scope

This policy applies to all school staff, visitors and external providers. It also applies to school council members where indicated. This policy applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use ie. school bus, school camps and excursions, and those provided through third-party providers.

The policy should be read together with our other child safety and wellbeing policies, procedures, and codes of conduct. (Refer to the related school policies section at the end of this policy)

Policy Implementation

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:

- Bullying Prevention Policy
- Camps and Excursions Policy
- Implementation of Child Safe Standards
- First Aid Policy
- Emergency Management procedures
- Mandatory Reporting procedures
- Occupational Health and Safety
- Volunteers Policy

Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

- Visitors Policy
- Working with Children and Suitability Checks
- Yard duty and Supervision Policy

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 Collingwood College 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. Particular attention is given to the *duty of care* of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability.

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 assistant principals and teachers 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.

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Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and through the COMPASS communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced in the school newsletter
- Made available in hard copy from school administration upon request

Further Information and Resources

Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Camps and Excursions Policy
- Child Safe Code of Conduct and Statement of Commitment
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy
- CSS Risk assessment register
- Digital Learning Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy
- Yard Duty and Supervision Policy

The Department's Policy and Advisory Library (PAL): Duty of Care

Policy Review and Approval

This policy will be reviewed every 4 years or if DE regulations change.

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2026

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