~~Visitors in School~~Duty of Care Policy

Clarinda Primary School

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at ~~Example School~~Clarinda 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.

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

- ~~[add or amend related policies adopted or developed by your school]~~
- 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

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.

External Providers

[For secondary schools or primary schools where relevant] 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. Our school also takes steps to ensure safety when we engage in workplace learning arrangements for our students. Our school also takes steps to ensure that the safety and care of our students is paramount when engaging in placing and and when engaging in digital platforms for secondary schools. Our 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://www.education.vic.gov.au/school/principals/spag/curriculum/pages/workplace.aspx

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: Duty of Care
- School Policy and Advisory Guide: Workplace Learning

[Insert link to related local school policies, including for example, those listed above]

REVIEW CYCLE

This policy was ratified by School Council on 6th August 2019ugust 2019

This policy was last updated on [insert date] and is scheduled for review in [month/year].ratified by School Council on