

# POLICY – September 2022



LILYDALE HEIGHTS  
COLLEGE

## DUTY OF CARE

### Review 2024

### Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.as>

### Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Lilydale Heights College 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:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Tree Maintenance
- Ground Maintenance
- Student Travel to and from school
- 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

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.

### 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.

Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school – based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. 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 on the following link:

<https://www2.education.vic.gov.au/au/pal/structured-workplace-learning/policy>

**Communication**

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
- Made available in hard copy from school administration upon request

**Further Information and resources**

- School Policy and Advisory Guide: [Duty of Care](https://www.lilydaleheights.vic.edu.au)  
<https://www.lilydaleheights.vic.edu.au>

**Review Cycle**

This policy was last updated October 2022 and is scheduled for review in October 2024.

**Evaluation:**

This policy will be reviewed as part of the College’s two-year review cycle.

This policy was last ratified by Policy & Planning in....	October 2022
This policy was last ratified by School Council in....	October 2022