



HARVEST HOME
PRIMARY SCHOOL

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 Harvest Home Primary School on 8468 9000 or email: harvest.home@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 Harvest Home 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:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks/Register
- Mandatory Reporting
- Occupational Health and Safety

Harvest Home Primary 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 Harvest Home Primary 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, families/parents/carers, and students are encouraged to speak to the Principal Class to raise any concerns about risks or hazards at our school, or our duty of care obligations.

External Providers

Staff at our Harvest Home Primary 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.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- The Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)

COMMUNICATION

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

- Available publicly on our school's website
- Referenced in the staff induction process
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions, as required
- Included as an annual reference in the school newsletter, as required
- Made available in hard copy from a Principal class member, upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August, 2023
Approved by	Andrew Bouzikas (Principal)
Next scheduled review date	August, 2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Harvest Home Acceptable Use Agreement [DRAFT 2023](#) & [current document](#)