



DUTY OF CARE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Churchill Primary School on 03 51221343.

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Churchill Primary School owe to our students and members of the school community who visit and use the school premises, including arrangements relating to other schools using the Hazelwood Estate Campus.

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
- Grounds Maintenance
- Student Private Property
- External Providers
- Child Safe Standards
- 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.

Other Schools Using the Hazelwood Estate Campus

Churchill Primary School acknowledges that other schools may use the Hazelwood Estate Campus for educational activities.

Schools using the Hazelwood Estate Campus retain responsibility for the supervision, safety and wellbeing of their students and staff while using the site and are responsible for managing duty of care obligations in accordance with their own policies and procedures.

Churchill Primary School understands that it is responsible for ensuring that the Hazelwood Estate Campus premises are maintained in a safe condition and will take reasonable steps to reduce the risk of injury or damage arising from the state of the premises. This includes maintaining appropriate Occupational Health and Safety (OHS) controls and emergency management arrangements for the site.

While Churchill Primary School provides first aid equipment and maintains site emergency management procedures, visiting schools are responsible for managing first aid, student health support, medication administration, anaphylaxis management and student-specific health needs in accordance with their own policies and procedures.

Visiting schools must ensure that staff and students are familiar with relevant emergency management and evacuation procedures while using the Hazelwood Estate Campus.

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:

- 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

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)



CHURCHILL PRIMARY SCHOOL

Hazelwood Estate



- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2026
Approved by	Principal
Next scheduled review date	Review cycle for this policy is 3 to 4 years: April 2030