



**HEALESVILLE**  
HIGH SCHOOL

## DUTY OF CARE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Healesville High School on (03) 5962 4088 or via email at

[healesville.hs@education.vic.gov.au](mailto:healesville.hs@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 Healesville High 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:

- Administration of Medication
- Anaphylaxis
- Bullying Prevention
- Camps and Excursions
- Child Safety and Wellbeing
- Complaints
- Digital Learning

- Emergency Management
- External Providers (including RTOs delivering VET)
- First Aid
- Health Care Needs
- Inclusion and Diversity
- Mandatory Reporting
- Occupational Health and Safety
- Student Wellbeing and Engagement
- Student Private Property
- Visitors
- Volunteers
- Working with Children and Other Suitability Checks
- Yard Duty and Supervision.

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 takes 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 follows all applicable department policy and guidelines in relation to off-site learning and ensures 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 here: [Structured Workplace Learning](#).

## COMMUNICATION

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

- Made available publicly on our school website
- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The department's Policy and Advisory Library:

- [Duty of Care](#)
- [Structured Workplace Learning](#)

Healesville High School's policies:

- Bullying Prevention Policy
- Camps and Excursions Policy
- Child Safety and Wellbeing Policy
- Child Abuse (including grooming) – Identification and Response Policy and Procedures
- First Aid Policy
- Visitors Policy
- Volunteers Policy
- Yard Duty and Supervision Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2028
Approved by	_____, Principal
Next scheduled review date	May 2030