

# MOOROOLBARK GRAMMAR

## Duty of Care Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

**Phone:** 03 9727 3032

**Email:** [admissions@mooroolbarkgrammar.vic.edu.au](mailto:admissions@mooroolbarkgrammar.vic.edu.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 Mooroolbark Grammar owe to our students and members of the school community who visit and use the school premises.

### SCOPE

This policy applies to all school staff, visitors and external providers. It also applies to school governing board members where indicated. This policy applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use i.e. school bus, school camps and excursions, and those provided through third-party providers.

The policy should be read together with our other child safety and wellbeing policies, procedures, and codes of conduct. (Refer to the related school policies section at the end of this policy)

### POLICY IMPLEMENTATION

*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.

Mooroolbark Grammar 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
- Buildings and Grounds Maintenance
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety

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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 Mooroolbark Grammar 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. Particular attention is given to the *duty of care* of Aboriginal students, those from culturally and linguistically diverse backgrounds, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability.

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 Mooroolbark Grammar 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:

- Available publicly on our school's website and through the communications platform
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in enrolment packs
- Made available in hard copy from school administration upon request

### FURTHER INFORMATION AND RESOURCES

#### Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Camps and Excursions Policy
- Child Safe Code of Conduct
- Child Safe Policy

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- Child Safety Responding and Reporting Obligations Policy
- CSS Risk assessment register
- Digital Learning Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy

### POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years or if regulations change.

Policy last reviewed	October 2024
Approved by	Principal
Approved by	School Governing Board October 2024
Next scheduled review date	October 2026