

DUTY OF CARE POLICY

Help for non-English speakers



If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre on 03 9841 0204 or svrc@education.vic.gov.au

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PURPOSE

The purpose of this policy is to explain to our community the non-delegable duty of care obligations that all staff at Statewide Vision Resource Centre owe to our students and members of our community who visit and use Statewide Vision Resource Centre 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 centre may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our centre has developed policies and procedures to manage common risks in our environment, including:

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

Our centre 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 centre understand that Support Skills and DOT Power Program 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 centre also understands that it is responsible for ensuring that our 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.

Statewide Vision Resource Centre staff, parents, carers, and students are encouraged to speak to the Assistant Principal to raise any concerns about risks or hazards at our centre or our duty of care obligations.

External Providers

Staff at our centre 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 community in the following ways:

- Discussed at staff meetings/briefings as required
- Made available publicly on our website
- Made available in hard copy from administration upon request

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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Approved by	Next scheduled review date
November 2022	Principal	November 2024