



Duty of Care Policy

Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Fairfield 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.

Fairfield Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. A before and after care program is provided by OSH Club, which is available to families who require supervision before 8.45am and after 3.45pm. Details can be found on our website or at the administration office.

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
- 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.

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.

Further Information & Resources

- The Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- Yard Duty Supervision Policy
- Visitors Policy
- Volunteer Policy
- Camps and Excursions Policy

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.
- Included in transition and enrolment packs.
- Made available in hard copy from school administration upon request.

Evaluation

This policy will be reviewed as part of Fairfield Primary School's 4-year review cycle in September 2025.

Policy Review & Approval

Policy last reviewed	September 2021
Consultation	Reviewed by School Council Policy subcommittee in September 2021
Approved by School Council & Principal	September 2021
Next scheduled review date	September 2025