



DUTY OF CARE POLICY

Latest DE Update: November 2025
First Developed: Unknown
First Developed in This Format: May 2019
Updated: April 2026



Help for non-English speakers

If you need help to understand the information in this policy, please contact the staff at Lethbridge Primary School.

PURPOSE

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

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 in Schools
- Visitors to the School
- Working with Children and Suitability Checks
- Child Safety (Mandatory Reporting) Responding & Reporting Obligations
- 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 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. The *Visitors to the School Policy* and *Camps & 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

- Included in staff induction processes
- Available publicly on our school's website
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Included in our staff handbook/manual
- 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](#)
- [Bullying Prevention and Response](#)
- [Child Safe Standards](#)
- [Child Protection and Child Safe Standards \(PROTECT\)](#)
- [Excursions](#)
- [Risk Management — Schools](#)
- [Supervision of Students](#)
- [Volunteers in Schools](#)

Our School policies and documents:

<http://www.lethbridgeps.vic.edu.au/documents/>

<https://www2.education.vic.gov.au/pal/medication/resources>

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2026
Consultation	School Council - April 2026
Approved by	Principal
Next scheduled review date	April 2030