

## Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Bannockburn College 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 College may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our College 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
- Personal Property
- Child Safe Policy
- Emergency Management (Procedure)
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting

Staff at our College 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 College also understands that it is responsible for ensuring that the College 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.

College staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at the College, or our duty of care obligations.

## External Providers

Staff at our College 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 College 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 College will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure 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 at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

## FURTHER INFORMATION and resources

- the Department's Policy and Advisory Library: [Duty of Care](#)
- the Department's Policy and Advisory Library: [Structured Workplace Learning](#)
- For access to the listed policies above please see *List of Policies* in BC-Admin Google drive or contact College Office staff.

## Review Cycle

This policy was last ratified by College Council on **February 2021** and is scheduled for review in **February 2025**.