

Moonee Ponds West Primary School



Duty of Care Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact MPWPS reception on 9370 6875 or email: moonee.ponds.west.ps@education.vic.gov.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 Moonee Ponds West Primary School owe to our students and members of the school community who visit and use the school premises.

POLICY

- All staff working with students owe a duty of care to those students.
- All staff must take reasonable steps to reduce the risk of reasonably foreseeable harm to students.
- All staff must take reasonable precautions to minimise the risk of child abuse by an individual associated with the school.
- The requirement to take reasonable steps to reduce the risk of reasonably foreseeable harm, continues even when another party is involved (for example, a third party providing services for an excursion or school camp).
- In some circumstances, a school's duty of care will extend beyond school hours and outside of school grounds.
- Principals of Victorian government schools and DET staff can seek legal advice about their particular circumstances from the Department's Legal Division on [03 9637 3146](tel:0396373146) or legal.services@education.vic.gov.au

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Student Wellbeing and Engagement
- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Child Safe Standards
- Digital Learning
- Emergency Management

- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting
- Occupational Health and Safety
- Administration of Medication
- Anaphylaxis Management
- Asthma
- Child Safety Responding and Reporting Obligations
- Dogs on School Grounds
- Grounds Maintenance
- Student Private Property

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.

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 as annual reference in school newsletter
- 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](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- School policies on our website: <https://www.mooneewestps.vic.edu.au/page/241/Policiesand-Forms>

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	Principal
Next scheduled review date	November 2029