

1. Purpose

The purpose of this Duty of Care Policy is to ensure teachers and school staff have an awareness of the nature of their legal duties and responsibilities to provide care and supervision to all students.

2. Scope

This policy applies to all students, staff, volunteers, contractors and School Board members. This policy extends to any person who is engaged in student-related work that has direct and regular contact with students.

3. Implementation

My College acknowledges that it owes a **non-delegable** duty of care to students, meaning that it cannot be assigned to another party. The duty requires teachers, schools staff and the Principal to take:

- I. Reasonable steps to protect students from foreseeable harm and injury. This is actioned through visible staff supervision, documented risk assessments, behavioural monitoring, and proactive incident prevention measures during both structured and unstructured times.
- II. Reasonable care that students (and others) on school premises are not injured due to the state of the premises or activities undertaken. The College maintains a risk register, conducts regular site inspections, and promptly responds to maintenance reports to ensure a hazard-free environment.
- III. Reasonable precautions to prevent child abuse by individuals associated with the school while students are under the school's care, supervision, or authority. Staff undergo annual child safety training, uphold clear reporting procedures, and all staff interactions are conducted with transparency in designated child-safe spaces.

Staff must also apply greater vigilance to younger students (particularly in Foundation–Year 3) and students with disability or additional needs. This includes having allocated support staff, structured eating and play times, visual schedules, and differentiated instruction in classrooms.

My College requires that all individuals who work with, supervise, or enter school grounds for the purpose of interacting with children must have:

- A valid Working with Children Check (WWCC)
- A Permission to Teach (PTT) approval where applicable or
- A current Victorian Institute of Teaching (VIT) registration. for the purpose of interacting with children must have

Application of Duty of Care – Teaching & Non-Teaching Staff:

All employees at My College, including non-teaching staff (admin, aides, support, volunteers, IT staff, contractors, maintenance personnel), have a responsibility to support a safe school environment.

The property manager and maintenance staff conduct daily visual inspections of the premises. Any identified damage, hazards, or areas requiring attention are reported and responded to promptly to ensure the physical safety of all students, staff, and visitors.

Examples:

- Reception/admin staff must ensure visitors sign in and report safety risks.
- Support staff and aides must escalate concerns of distress, injury or risk to relevant teachers or wellbeing leaders.
- Maintenance staff must report unsafe facilities or hazards immediately.
- All staff must report child safety concerns and complete annual training.

This obligation extends to on-site, off-site, and virtual activities, and includes school hours, camps, excursions, incursions, religious gatherings, sports events, and transitions.

Complaints Management:

The school's Complaints and Grievance Policy:

- Follows procedural fairness
- Is accessible to all members of the school community
- Reflects the principles in the Enrolment Agreement

In line with our values of justice, respect, and transparency, all students and staff at My College have the right to:

- Be treated with dignity and respect when raising a concern or complaint
- Have their voice heard in a safe, confidential, and supportive environment
- Be protected from victimisation or unfair treatment as a result of lodging a complaint
- Receive a timely, fair, and impartial investigation into any concern raised
- Access support people or advocates where necessary

Students are regularly reminded of their right to speak to a trusted adult if something is worrying them, and staff are trained to respond with empathy and clarity. Our complaints process is age-appropriate, culturally safe, and aligned with our Child Safe Standards.

Record Keeping:

- A current First Aid Register of trained staff is maintained
- All student medical records, assessment data, privacy information, individual learning plans, behaviour reports, and counselling notes are stored securely in locked cabinets. These cabinets are located in areas accessible only to the Student Services team, the school counsellor, and designated members of the leadership team.

4.Roles & Responsibilities

- a) Teachers and school staff: are responsible for following reasonable and lawful instructions to provide care and supervision of all students.
- b) Principal will be responsible for: ensuring there is an appropriate system of care and supervision on place during school hours, before and after school hours, and off site or online activities.
- c) School Board will be responsible for: reviewing this policy and monitoring compliance.

5.Related Policies & Legislation

Education and Training Reform Regulations 2017 – Schedule 4, Clauses 10–13

Education and Training Reform Act 2006 – Section 4.3.1(6)(a)–(e)

Child Safe Standards (Ministerial Order No. 1359)

Crimes Act 1958 and Children, Youth and Families Act 2005

Child Safe Policy

Internet Use Policy

6.Communication of this Policy

This policy will be published on the school's website and intranet. The College will also communicate with students via age-appropriate sessions, and will also do so with staff through induction, policy updates and training.

7.Policy Review

Approved by: Principal and School Board, April 2025

Next review: April 2027