Yalingbu Yirramboi – The Royal Children's Hospital School

# Duty of Care Policy

If you need help to understand the information in this policy, please contact (03) 9968 2500.

## PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Yalingbu Yirramboi – The Royal Children's Hospital 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 a unique context that means we have a shared duty of care with the Royal Children's Hospital. We rely on the respective Royal Children's Hospital procedures to manage common risks in the environment, including:

- First aid
- Student medical conditions
- Managing and distributing medicine
- Emergency management
- Restrictive interventions
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Anaphylaxis management
- Emergency bushfire management
- Occupational health and safety
- Buildings, facilities and grounds

If our staff identify a risk relating to our students in these areas, they will take reasonable steps to reduce that risk. These steps will be in accordance with any relevant policy or procedure and will typically include informing Royal Children's Hospital staff of the issue or incident for appropriate follow up action.

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

- Supervision
- Bullying Prevention
- Child Safe Standards
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting

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 its shared responsibility, with The Royal Children's Hospital in ensuring that school spaces and learning environments are kept in good repair and will take reasonable steps to reduce the risk of students, caregivers and staff members suffering injury or damage because of the state of the premises.

School staff, parents, caregivers 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.

## COMMUNICATION

This policy will be communicated to our school community in the following:

- 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.

## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - Duty of Care
  - Structured Workplace Learning
- Related Policies:
  - Yalingbu Yirramboi – The Royal Children's Hospital School and the Royal Children's Hospital Memorandum of Understanding
  - Bullying Prevention Policy
  - Child Safety and Wellbeing Policy
  - Child Safety Responding and Reporting Obligations Policy and Procedures
  - Supervision Policy

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | November 2023 |
| Approved by | Principal |
| Next scheduled review date | November 2026 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter. |