DUTY OF CARE POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact 9717 7500

PURPOSE

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

- Camps and Excursions
- Child Safe Standards
- Emergency Management
- External Providers (including RTOS delivering VET)
- First Aid
- Grounds Maintenance
- Mandatory Reporting
- Occupational Health and Safety
- Student Private Property
- Tree Maintenance
- Visitors
- Volunteers
- Working with Children and Suitability Checks
- Yard Duty and Supervision
- Bullying Prevention
- Code of Behaviour
- Drug Education

Our College 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 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 takes 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/member of the Leadership team to raise any concerns about risks or hazards at our 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 follows all applicable Department policy and guidelines in relation to off-site learning and ensures 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 here: Structured Workplace Learning.

COMMUNICATION

This policy is communicated to our College community in the following ways:

- Made available publicly on our school website
- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library:

- Duty of Care
- Structured Workplace Learning

Hazel Glen College's policies:

Please find relevant documents and policies below:
https://www.hgc.vic.edu.au/policies/

POLICY REVIEW AND APPROVAL

Policy last reviewed	26th October 2026
Approved by	Principal and College Council
Next scheduled review date	October 2030