
Duty of Care Policy (2025 - 2028)



<i>Date implemented</i>	21 May 2025
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<i>Date to be reviewed</i>	May 2028
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	21 May 2025
<i>Signature</i>	

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Castlemaine Secondary 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 school has developed policies and procedures to manage common risks in the school environment. The following policies can be found on the College’s website.

- Anaphylaxis
- Asthma
- Bullying Prevention
- Camps and Excursions
- Child Safe Standards
- Child Safe Responding and Reporting
- Emergency Management - documents available at College
- External Providers (including RTOS delivering VET/VM)
- First Aid
- Student Private Property
- Visitors
- Volunteers
- Yard duty and Supervision

Staff at Castlemaine Secondary 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.

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 Castlemaine Secondary 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.

Castlemaine Secondary 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. Castlemaine Secondary College will follow all applicable Department of Education 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/guidance>

Communication

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook, Staff Central
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)
- all relevant Castlemaine Secondary College policies can be found at www.csc.edu.vic.au

Policy Review and Approval

Policy last reviewed	21 May 2025
Approved by	College Council
Next scheduled review date	May 2028