MILC DUTY OF CARE POLICY

# Help for non-English speakers

If you need help to understand the information in this policy please contact MILC

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PURPOSE

The purpose of this policy is to explain to our school boarding premises community the non-delegable duty of care obligations that all staff at the Melbourne Intercultural Learning Centre owe to our students and members of the school community who visit and use the school premises.

POLICY

School staff have a duty of care in relation to students. Management, teachers and other staff working with students must take reasonable steps to minimise the risk of reasonably foreseeable harm, including by:

* providing suitable and safe premises
* providing an adequate system of student supervision
* undertaking risk assessments for school activities and events
* implementing strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying)
* ensuring that appropriate medical assistance is provided to a sick or injured student
* ensuring the school complies with the Child Safe Standards
* taking other reasonable precautions to minimise the risk of child abuse by an individual associated with the school
* implementing relevant MILC policies
* managing employee recruitment, conduct and performance

“Duty of care” is a legal obligation that requires registered boarding premises 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 measures that MILC may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

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

* *Bullying Prevention*
* *Excursions*
* *First Aid*
* *Child Safe Standards*
* *Emergency Management*
* *Visitors*

MILC 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 MILC 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.

MILC will take reasonable care that any student (or other persons) on MILC premises (where face to face teaching occurs) will not be injured or damaged because of the state of the premises including things done or omitted to be done on the premises. Any perceived risks on physical premises will be communicated to the host schools for rectification.

# 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 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
* Discussed at staff meetings/briefings as a standing agenda item and as required
* Included as annual reference in MILC newsletters
* Made available publicly on our school website
* Made available in hard copy from reception upon request

POLICY REVIEW AND APPROVAL

Approved May 2024

Review May 2026