

Duty of Care Policy - Y Community School

1. Purpose:

The purpose of this policy is to ensure that the school and its staff are aware of and meet their responsibilities to keep students, staff and visitors safe from harm recognising that as a school we owe a special duty to our students.

2. Scope:

This policy applies to all Staff, Volunteers and Board Members of Y Whittlesea and, students who access or the Y Vocational School.

Please note: This policy does not apply to other programs operated by Y Whittlesea.

- **'The Y', 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services LTD
- **School:** Refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Community Services.
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.

3. Policy:

The school owes a duty of care to all students this includes:

- A duty to take reasonable measures to protect them from reasonably foreseeable risks of injury.
- A duty to take reasonable care that any student, staff member or visitor on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises.
- A duty to take reasonable precautions to prevent the abuse of a child by any individual associated with the school while the child is under the care, supervision or authority of the school.
- A duty to provide different and sometimes greater measures which may be needed to protect students who are younger or who have a disability.

This duty cannot be delegated and when the school uses other providers, contractors or brings other people into the school, or takes students out of the school, it is responsible to ensure that duty of care is maintained.

The school will enact this duty by:

- Ensuring all staff are appropriately trained and aware of their responsibilities and of the school's duty of care.
- Having in place all relevant policies and procedures required to ensure the safety of those within the school community.
- Recognising that different individuals may need varying levels of support, assistance or supervision to meet the school's duty of care and providing for these. This includes differences in age, disability, capacity and prior experiences of the individual.
- Using a continuous improvement approach where any significant risk to enacting our duty of care is investigated and rectified as soon as can reasonable be achieved.

4. Legislative and Industry Requirements:

- [Link](#) to Legislative Compliance Register

5. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

6. Variations:

Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

7. Policy owner:

The Executive manager Y Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

8. Document Control:

Review of this policy will be undertaken every 2 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/04/2026.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.1	Added more specific detail re students who are younger and have a disability	Paul van Breugel	Executive Manager Y Schools 16/11/23	1/12/2023
1.0	Document created	Paul van Breugel	Executive Manager Y Schools 26/6/2023	1/11/2023