

Duty of Care Policy for the College Community

1.0 PURPOSE

The purpose of this policy is to explain to the Youth2Industry College community the non-delegable duty of care obligations that all staff at owe to our students and members of the Youth2Industry College community who visit and use the Youth2Industry College premises.

2.0 SCOPE

This policy is applicable to all members of the Youth2Industry College community including volunteers. The Youth2Industry College complies with Ministerial Order 1359 Child Safe Standards. Risks and associated duty of care in relation to COVID-19 is covered in **QMS: 435 Y2IC COVID Safety Plan**.

3.0 IMPLEMENTATION

“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 the Youth2Industry College may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

The duty of care is non-delegable

The Youth2Industry College has developed policies and procedures to manage common risks in the College environment, including:

- Child Safe
- Mandatory Reporting
- Child Safety Responding and Reporting Obligations
- Staff Recruitment and Employment
- Duty of Care for Staff
- Code of Conduct
- Yard Duty and Supervision
- Anti-bullying and Harassment
- Digital Technologies
- Camps and Excursions
- First Aid
- Maintenance
- Personal Property
- External Providers
- Emergency Management
- Volunteers
- Visitors
- Working with Children Clearance
- Occupational Health and Safety

Staff at the Youth2Industry College understand that College activities involve different levels of risk and that particular care may need to be taken to support students or students with additional needs. The Youth2Industry College also understands that it is responsible for ensuring that the Youth2Industry College premises is 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.

College staff, parents, carers and students are encouraged to speak to the Principal to raise any concerns about risks or hazards at the Youth2Industry College, or our duty of care obligations.

4.0 COMMUNICATION

All the aforementioned policies can be accessed on the College webpage or on request at reception. For College staff policies are available on SharePoint.

5.0 ASSOCIATED DOCUMENTS

- QMS: 103 Y2IC Business Plan
- QMS: 400 Y2IC Duty of Care Policy for Staff
- QMS: 401 Child Safety Policy
- QMS: 435:Y2IC COVID Safety Plan

Refer to **QMS: 800-01 Y2IC Quality Management System** for a comprehensive list of all Youth2Industry College policies and procedures listed in section 3.0.

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
24/11/2020	2.0	P. Vakakis	Reference to Minsiterial Order 870; COVID- 19;
30/11/2023	3.0	P. Vakakis	General updates

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May 2023
24/11/2020	2.0	Y2IC Board	November 2023
5/12/2023	3.0	Y2IC Board	December 2026