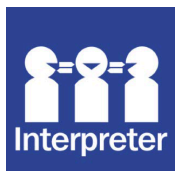




Duty of Care Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 5358 1811.

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Concongella Primary School 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, including:

- Yard duty and Supervision
- Bullying Prevention
- Camps and Excursions
- First Aid
- Tree Maintenance
- Grounds Maintenance
- Student Private Property
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting



Duty of Care Policy

Our school 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 school 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 school also understands that it is responsible for ensuring that the school 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.

Health and Safety

Shoulder length or longer hair is to be tied back to help restrict the spread of lice and for student safety.

Jewellery, nails, hair accessories and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.

School uniform hats must be worn outside in term 1 and term 4. School uniform hats may also be worn outside of this time period, by parent or student choice.

Hats are to be worn outside only.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Purchase of Uniforms

Uniform items can be purchased from the administration building at school.

The School Council has considered affordability in the development of this dress code. However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform (ASU) program.

Please contact the principal Amy or our Business Manager Eleisha to discuss support that we may be able to provide.

Implementation



Duty of Care Policy

Concongella Primary School will ensure that this Student Dress Code is communicated to all families and students through our website and uEducateus on a yearly basis. We will assist students who may be experiencing difficulties with this policy where possible.

Exception To Student Dress Code

We acknowledge that there might be instances where the dress code could impact students differently.

Students and their parents or carers may discuss an exemption to the Student Dress Code in person with the Principal if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code

Concerns About This Student Dress Code

Concongella Primary School welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy* which is available from our administration.

Communication

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

- Available publicly on our school's website and uEducateus platform
- Reminders in our school newsletter
- Discussed with student leadership
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Further Information and Resources

- Concongella Primary School Sunsmart Policy
- Concongella Primary School Parent Complaint Policy
- Concongella Primary School Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).



Duty of Care Policy

Policy Review and Approval

Policy last reviewed	29th January 2025
Consultation	School Staff, Students, School Council
Approved by	School Council
Next scheduled review date	29th January 2028