

# Eastern Ranges School

56 Dorset Road, Ferntree Gully 3156 | PO Box 400, Ferntree Gully 3156  
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## Duty of Care Policy

### PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Eastern Ranges 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
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Mandatory Reporting

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.

## 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 *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers.

Our school 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. Our School will follow all applicable Department of Education and Training 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/policy>

## COMMUNICATION

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

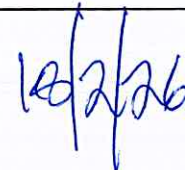
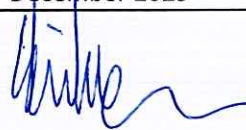
- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

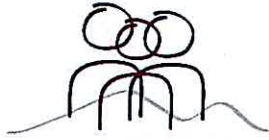
## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2026
Approved by	Principal
Next scheduled review date	December 2029





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## Food Sharing Policy

### PURPOSE

To promote the health, safety and wellbeing of all students at Eastern Ranges School.

This policy is designed to raise staff, student and school community awareness about severe allergies.

This policy has been developed to:

- Minimise the risk to students at this school who experience allergies and anaphylactic reactions.
- Maintain good health of students.
- Communicate that only pre-packaged foods that list ingredient information can be bought in for class celebrations. Pre-packaged foods allow allergens and potential risks to be identified; and
- Highlight food safety standards when food is to be shared.

### SCOPE

This policy applies to all staff, students and families at Eastern Ranges School. This practice will not infringe on food that parents provide to their own child.

### POLICY

Students' known allergens are recorded on Sentral and in the student's file. This information is displayed appropriately around the school, including within all classrooms.

Known anaphylaxis triggers are recorded on Sentral (in the case of an unknown allergen, the student is flagged for consideration and management as per their individual management plan).

Staff will do their best to ensure that:

- There is no food sharing or trading during snack or lunch times,
- All food provided for classroom celebrations must be purchased from a commercial supplier (eg. Woolworths, Coles or a bakery etc.) and contain an ingredients label identifying known allergens,
- No home-cooked or prepared food is to be shared in the classroom with other students; and

Fruit and vegetables prepared at school by staff, or under supervision of staff, are exempt from these rules.

Parents of a child with food allergies are to be informed a minimum of three days prior to a food-sharing activity such as cooking or a classroom celebration.

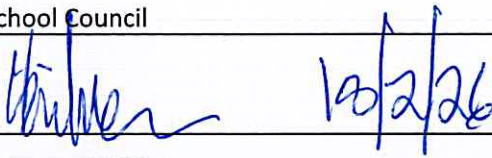
## Implementation

- At the beginning of each year the school will inform parents of this Food Sharing Policy in the school newsletter.
- Parents of children with allergies are invited to provide a 'treat box' with treats their child may consume if the class is provided with a treat that the child cannot eat. Classrooms have a small freezer available to freeze cupcakes etc.
- A wide variety of learning and school-based activities may include the handling of food items. A minimum three days' notice will be provided to families when this is to occur.
- Specialist staff and therapists are to seek the advice of classroom staff about student allergies prior to undertaking any food-related activity.
- Students are not permitted to share food. Students will be reminded by classroom staff that they are not to share or swap food.
- Where a parent/carer would like to supply food to be shared for a celebration, they must communicate with the classroom teacher no less than three school days prior to the event. This allows for discussion around the timing of the event, and the appropriate food for the cohort of students. Food dropped off by a parent/carer who has not had prior and adequate discussion with the classroom teacher will not be allowed to be taken into the classroom.

## REVIEW CYCLE

This policy was implemented in February 2024 and is scheduled for evaluation and review in February 2028.

## EVALUATION

<b>Date Implemented</b>	February 2024
<b>Author</b>	Susan Collier
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	February 2026
<b>Responsible for Review</b>	Principal/Assistant Principal
<b>Next Review Date</b>	February 2028