



Policy E13 Duty of Care (Student Version)

Purpose

The Duty of Care Policy is designed to ensure that all students, staff, and members at Murray ACE take reasonable steps to avoid causing harm, injury, or loss to others. This includes a strong commitment to the safety and wellbeing of all students, especially those under 18 years of age.

Scope

This policy applies to the Committee of Management, all staff, trainers, members, and students at Murray ACE.

Guidelines

1. **Respect and Inclusion:** We value respect and human rights as fundamental principles. Everyone at Murray ACE—regardless of gender, race, religion, age, disability, or background—has the right to be treated equally and with dignity.
2. **Cultural Safety:** Murray ACE is dedicated to ensuring a culturally safe environment for Aboriginal, Torres Strait Islander peoples, and all individuals from diverse cultural backgrounds.
3. **Child Safety Commitment:** Protecting the interests of students under 18 is a priority. All members of the Murray ACE community share responsibility for child safety and must report any suspected abuse.

Duty of Care Folder

A Duty of Care folder is maintained in the resource room. It includes:

- Emergency contact details
- “RUOK?” documentation
- Southern Mallee Mental Health & Related Services resources
- Special notifications about mandatory reporting obligations
- ALGEE Action Plan for mental health support
- DRABCD medical emergency guidelines

Reporting Incidents

All incidents, no matter how minor, should be reported to help maintain safety and improve our practices. Here’s how:

1. Complete an **Injury/Incident Report** form found in the resource room.
2. Submit the report to management for discussion.
3. Management will assess the report and determine necessary follow-up actions.
4. All reports will be filed in the Injury/Incident Report folder in the Managers Office.
5. Reports will be reviewed annually during our Occupational Health and Safety (OHS) review.



Reporting Child Abuse

If you suspect child abuse, it's your duty to report it. This includes:

- Sexual offences or misconduct
- Physical violence
- Significant emotional or psychological harm
- Significant neglect

How to Report:

- Contact the Centre Manager first, then follow up with appropriate reporting channels.
- For emergencies, call Victoria Police at 000.
- For immediate safety concerns about a child, contact the Child Protection Crisis Line at 13 12 78.
- Local child protection offices can be reached at:
 - North Division: 1300 664 977
 - Child First: 1800 625 533

Important Note

In Victoria, adults must disclose any reasonable belief that a sexual offence against a child has occurred, unless they have a valid excuse.

Initial Implementation Date: March 2010

Related Documents or links

<http://www.vrqa.vic.gov.au/childsafepages/conduct.aspx>

<https://ccyp.vic.gov.au/>

Date Endorsed by Committee of Management

13/09/2016

Date of Review

Name & Position

04/06/2012

Shane Miller – Successus

18/06/2018

Lisa Hickinbotham – Training Coordinator

17/08/2020

Ann Murray – Training Coordinator and
Compliance Officer

In meeting with LSK,
BM and KZ

27/04/2023

Leanne Shannon-Kelson – Centre Manager

Staff meeting with
RD, OC, TA and LSK