


	Hughesdale Primary School	
	External Providers Policy	
Ratified at school Council; May 2019	Due for Review; December 2020	On Website; <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Authority (Principal);   Digitally signed by Lisa Gough Date: 2019.07.09 11:19:10 +10'00'		Authority (School Council President); 

PURPOSE:

Hughesdale Primary School actively maintains a safe learning environment for all students while maximise learning opportunities, experiences and a rich student centred curriculum. At times, where specialised expertise is required, the school may utilise the services of suitably qualified External Providers to meet the needs of our students. This may include specialised providers of incursions, excursions, camps, OSHC, or curriculum specific programs (e.g. Family Life). External providers may be engaged to deliver specific outdoor or adventure activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program.

GUIDELINES:

Clear and open communication that occurs well in advance of the planned program is the key to an effective and well-informed relationship between a school and an external provider. Schools cannot sign 'Waivers of Liability' on behalf of students. Regardless of the role of the external provider, schools retain overall responsibility for the program and any activities involving students. As a Government school, we are required to use only accredited residential campsites as a venue for our camp or excursion. To support external providers, a member of staff will be assigned as a key point of contact to liaise and support with efficient organisation and facilitation. This point of contact will confer with the external provider to clearly establish supervisory roles and expectations.

IMPLEMENTATION:

General Guidelines;

Before an external provider is selected to assist with the delivery of a program, a thorough check should be completed by the school to ensure that they are appropriate for the program.

Prior to commencement of a program the school will ensure that the external provider understands their roles and responsibilities including:

- responsibilities for first aid, emergency communications and other specialised equipment
- demonstrate correct qualifications and/or experience for their specific role/s
- a documented system in place to ensure that students are supervised by an external provider with a current Working with Children Check or VIT (Victorian Institute of Teaching) registration

- Sign-in and sign-out of participants at the beginning and end of each session and arrangement for communicating attendance to the assigned member of HPS staff.
- an external provider outside of school hours must ensure all students are accounted for at all times. This includes marking the roll at the beginning of each session and ensuring students are collected
- any remaining students must not be left unsupervised; in an event a child is not collected after the session has concluded, it is the responsibility of the external provider to communicate with the student's parent/guardian and/or check-in students into 'After School Care' where appropriate
- to facilitate the above, a member of HPS staff will remain on the premises for the duration of the external provider's service provision.
- Agreement with the school who will be responsible for emergency procedures, and that these are well understood prior to the external provider commencement date.
- external providers are to ensure all learning spaces are left tidy and equipment stored appropriately e.g. charging of laptops
- read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understood their obligations under these guidelines.
- a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer.

Approval;

The school may access outside services to provide support for students and staff. Approval for these services will be given by the Principal or his/her nominee (usually the Assistant Principal). These services may include (but are not limited to):

- Psychologists, Speech Therapists, Social Workers, Physio and Occupational Therapist etc
- Visiting Teachers

All other external providers must be approved by the Principal. School Council approval is required for School Camps, the Year 2 sleepover or ongoing external partnerships. E.g. OSHC.

Principal and School Council approval for Camps will be granted following the successful completion of paperwork and protocols as outlined in the;

- Camps Protocol & Procedure Checklist

Principal approval for Incursions or Excursions will be granted following the successful completion of paperwork and protocols as outlined in the;

- Incursions/Excursions Protocol & Procedure Checklist

Ongoing management and liaison between the school and an incursion/excursion external provider, is the responsibility of the staff member in charge of the event. They must ensure that;

- All external providers meet all regulatory requirements including a Working with Children Check.
- Sign-in and sign-out procedures are in place.
- All relevant policies will be distributed to the provider prior to the activity/program.

- Students will attend programs offered by external providers only with prior written consent of their parents/guardians.
- Students who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities.
- Professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of programs offered by external providers is met by the provider if offered off site.
- Socioeconomic, cultural and/or religious issues have been considered.

Facility Hirers and Service Providers

Where school facilities are hired by an individual or external organisation, they fall outside the scope of this External Provider's Policy. These organisations are not affiliated with the school and families should investigate suitability of their staff and the programs offered.

RELATED DOCUMENTATION:

Children, Youth and Families Act 2005
Crimes (Family Violence) Act 1987
Education and Training Reform Act 2006
Family Law Act 1975

RELATED POLICIES:

Outdoor Education Policy
Student Engagement & Wellbeing Policy
Working with Children Check Policy Curriculum Policy
Duty of Care Policy
Refund Policy
Visitors & Volunteers Policy
Community Use of School Facilities Policy
Child Safe Policy.

REVIEW CYCLE

This policy is to be reviewed in March 2022.