



EXTERNAL PROVIDER POLICY

RATIONALE

Burwood Heights Primary School works as a supportive learning community and employs external providers to stimulate and enhance the curriculum. Reasons for an external provider may include increased engagement, enrichment and extension. This policy provides details and procedures for the management of external providers who deliver a part of a course, provide educational programs to students or access the school facilities for teaching an educational program to students. These procedures outline the general requirements for risk management and to ensure that external providers meet the compliance requirements.

AIMS

- To ensure that all external providers assume duty of care towards students during the agreed program
- To ensure that all external providers have a valid Working with Children Check and/or VIT registration
- To ensure the appropriate supervision of students whilst in the care of external providers, whose duty of care is not part of the agreed program.
- To ensure that external providers are utilised appropriately when required to enhance and enrich the learning experience.
- The external provider will ensure that any resources utilised meet appropriate safety standards.
- To ensure that any external provider has appropriate public liability insurance.

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 should ensure that the external provider has:

- discussed with the school who has responsibilities for first aid, emergency communications and other specialised equipment
- a documented system in place to ensure that students are supervised by either a registered teacher or an approved staff member with a current Working with Children Check. In addition to a Working with Children Check, **we require that a member of staff from Burwood Heights Primary School must be supervising students AT ALL TIMES when utilising external providers who are not VIT registered**, unless approval has been granted by the Principal.
- demonstrated that staff have the correct qualifications and/or experience for their specific role/s
- discussed with the school who will be responsible for emergency procedures, and that these are well understood.
- All external providers must be in line of sight of a Burwood Heights staff member during school hours 9.00am- 3.30pm.

The school council via the principal will ensure that the professional indemnity, public liability and any other necessary insurance to cover the needs of the programs offered by external providers is met by the providers.

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, etc
- Visiting Teachers
- Kids Hope Mentors

All other external providers must be approved by the Principal. School Council approval is required for School Camps or ongoing external partnerships. E.g. Their Care

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.
- All external providers have been informed of Child Safe Standards and requirements as outlined in the Child Safe Policy and Child Safe Code of Conduct
- Sign-in and sign-out procedures are in place.
- All external providers are thoroughly inducted by Burwood Heights Primary School staff, including Emergency Management Procedures, Child Safe Standards and Duty of Care.
- 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. This currently includes (but is not limited to):

- Louise Multicultural Centre
- Their Care
- Mr Chow Taekwondo
- Iris Ferwerda Singing
- Excel Music
- Miss Chan piano
- Kenny Kan Tennis

RELATED POLICIES:

- Visitors policy
- Child safe policy
- Child safe Code of Conduct
- Camps & Excursions Policy
- Working with Children Checks
- Facilities Hire

REVIEW CYCLE

This policy was last updated on July 2018 and is scheduled for review in July, 2021

*Ratified by School Council
July, 2018*