


| | | |
|--|--|--|
|  | External Providers Policy | Endorsed by School Council: March 2018 Developed: March 2018 |
| Information: 02 6076 1566 Manager: Principal | DET Schools Reference Guide: Associated Policies: | Next review: March 2022 Issue No: 1.1 |

Rationale/Aims:

External providers may be engaged to deliver specific activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program.

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.

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.

Implementation:

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. The procedures set out in this policy will be considered before an external provider is engaged.

Policy and Procedures:

Prior to commencement of a program the school should ensure that the external provider has:

- A current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer.
- Discussed with the school who has responsibilities for first aid, emergency communications and other specialist equipment.
- Demonstrated that staff have the correct qualifications and/or experience for their specific role/s.
- 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](#).
- Ensure that supervision of students is overseen at all times by a staff member or other individual that has a completed [Working with Children Check](#).
- Discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place.

Staff are to:

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that employing an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that employing an external provider still requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Arrangements will be made for students not participating in the program to continue their normal program at school under supervision of another classroom teacher.

Definitions:

Nil

Review Process:

This policy will be reviewed annually, or as needed, due to changes in regulations or circumstances.

References:

SPAG:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorroleprovider.asp>
[X](#)

Related Policies and Documents:

Child Safe Policies and documents, including the Child Safe Code of Conduct.