

	<b>Policy Name:</b>	External Providers Policy	<b>Date of Approval:</b>	2019
	<b>Responsible:</b>	Leadership	<b>Review Date:</b>	2022

## EXTERNAL PROVIDERS POLICY

### RATIONALE:

Tyabb Primary School actively maintains a safe learning environment for all students while maximising learning opportunities, experiences and a rich student centred curriculum. At times, these experiences can be enriched through the use of skilled and suitably qualified External Providers. Tyabb Primary School engages with external providers to allow students to access a wide variety of extra-curricular activities and/or social-emotional support services which may include; instrumental music, sports coaches, support programs, psychologists, social workers and speech therapists. This is for the benefit of student learning and student well-being.

Tyabb Primary School accepts a duty of care to students accessing an external provider. Regardless of the role of the external provider, schools retain overall responsibility for the program and any activities involving students.

### SCOPE:

This policy applies to all external providers that engage with the school community of Tyabb Primary School before, during and after school hours.

### AIMS:

To ensure:

- All external providers meet the Child Safe Standards.
- All students are protected and feel safe when involved in programs offered by Tyabb Primary School staff and external providers.
- Tyabb Primary School's practices are compliant with Department of Educational and training (DET), the Child Safety Standards and the Victorian Registration and Qualifications Authority (VRQA) policies and procedures.
- Tyabb Primary School provide students with the opportunity to participate in programs that are linked to social-emotional, cultural and educational outcomes that also reinforce and extend classroom learning.

### IMPLEMENTATION:

- All providers and programs must be approved by the Principal. There is no obligation on a principal to either accept or decline a request to use an external provider. The decision will be made on a case by case basis. The Principal has a right as delegate to the Minister to permit and refuse entry to Victorian government school premises.
- The Principal has an obligation to ensure that the school meets its non delegable duty of care owed by principals and teachers to students. The Principal needs to be satisfied that the appropriate steps have been put in place to enable a service provider access to students during appropriate hours of the day in a manner compatible with the school's duty of care.

- A Principal is not required to accept a parent request for a child to access non department, independent health services during school hours and will consider on a case by case basis. If deemed appropriate, the timing and delivery of the service should not negatively impact on student learning. The particular circumstance of the school, including the model and make up of classroom teaching arrangements, the needs of other students in the class and the programs being run by teachers in the school may also impact on the principal's consideration of a request to enable the provision of health services from school premises.
- The fundamental purpose of schooling is to provide students with access to educational programs during school hours and this should not be impacted by external providers, including independent health services organised by parents.
- If the Principal has allowed the provision of health services from school premises, then the following operational steps should take place:
  - the school council will require the external provider to enter into a licence to use school premises.
  - arrangements will be considered to ensure the school's duty of care.
  - a meeting will take place between the school and the service provider (and the parents of the student who has requested the health services) to confirm the particular arrangements. The meeting outcomes will be carefully documented, and where necessary, included in the agreement between the school council and the external provider.
  - Informed parental consent will also be obtained in writing.
- 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 the external provider is appropriate for the program.
- Prior to commencement of a program the school should ensure that the external provider has:
  - Completed the required OHS induction and meets all of the requirements listed in the departments OHS Induction Checklist. This includes emergency management procedures.
  - Provided a copy of a current public liability insurance certificate (minimum \$10 million) and if applicable a workers compensation certificate.
  - Provided a copy of their Working with Children Checks as per DET guidelines.
  - Demonstrated that they have the correct qualifications and/or experience for their specific role/s.
  - 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.
  - Acknowledged that they have read the Child Safe Policy and will adhere to the Tyabb Primary School Child Safe Code of Conduct.
- Students will attend programs offered by external providers only with the express prior written consent of their parents.
- Students who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities.
- Efficient notice will be given for programs offered by external providers for payment arrangements.
- Where parents pay for instrumental services or OSHC external providers, payment is a matter of private arrangement between parents and the provider. The school takes no responsibility for financial loss or service provision.
- School Council approval is required for school camps or ongoing external partnerships, for example, Out of School Hours Care.

## **FURTHER INFORMATION AND RESOURCES**

Child Safe Policy and Code of Conduct

Visitors in Schools Policy

Duty of Care Policy

Working With Children Check Policy

Child Safety Reporting Policy & Procedures

## **REVIEW CYCLE**

This policy was last dated on the July 2019 and is scheduled for review in July 2021