



# Dandenong West Primary School

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## EXTERNAL PROVIDERS POLICY

### PURPOSE

Dandenong West 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, or Curriculum specific programs (eg. Human Development). A wide range of external providers in Victoria offer specialist programs for schools. 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, when using residential campsites in Victoria as a venue for our camp or excursion, we are required to use only accredited campsites.

Where not directly responsible for the instruction of the activity or assisting the instructor, the teacher present must understand the activity and the environment in which it will be conducted. This teacher must confer with the designated instructor about the supervisory role and establish areas of responsibility. If the teacher is not the designated instructor he/she is to act on the advice of the designated instructor on technical safety issues.

### 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
- 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](#). In addition to a Working with Children Check, **we require that a member of staff from Dandenong West 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.
- discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place.
- 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, etc
- Visiting Teachers
- Foundation House, Ardoch Volunteers

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

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. This currently includes (but is not limited to):

- Sudanese Community Group
- Hazaraghi Language Class

## FURTHER INFORMATION AND RESOURCES

Statement of Values and School Philosophy, Camps Protocol and Procedure Checklist, Incursions/Excursions Policy, Duty of Care Policy, Visitors and Volunteers Policy

## REVIEW PERIOD

This policy was last updated on 11/2/19 and is scheduled for review on Feb 2021.