

External Provider Policy

St Albans East Primary School

Date: March 2018



Rationale	St Albans East 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 to 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.
Aim	To reinforce, complement and extend the learning opportunities beyond the classroom and to develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
Implementation	<p>Only external providers supplied by the Department of Education and Training (DET) or approved by the School will be able to work on site or during student activities. Coordination of the external providers will rest with the Principal or Nominee to ensure that:</p> <ul style="list-style-type: none">• All external providers meet all regulatory requirements.• Appropriate supervision and duty of care of students is maintained whilst an activity is run by external providers.• 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.• That professional indemnity, public liability (minimum \$10 million) and other necessary insurance to cover the needs of the programs offered by external providers is met by the provider.• All external providers will hold a current Working with Children (WWC) check and carry it at all times whilst on the premises.• That the venue adheres to DET guidelines.• Where appropriate, the school will first obtain parental consent for students to participate in specific programs delivered by visitors. <p>DUTY OF CARE</p> <p>A program run by 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.</p> <p>RESOURCES</p> <p>Links which are connected with this policy are:</p> <p>http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdooroleprovider.aspx</p> <p>http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx</p>
Evaluation	This policy will be reviewed as part of the school's three year review cycle.

Review Year

2021