



# External Providers Policy

## PURPOSE

To outline the processes that Langwarrin Primary School will follow in the engagement, supervision and management of external providers to provide a child safe environment.

## SCOPE

This policy applies to all external providers, which may include, contractors, psychologists, counsellors, mentors, consultants, tutors, speech pathologists, occupational therapists and social workers engaged by Langwarrin Primary School to support student learning and wellbeing needs. This policy also applies to external providers engaged to deliver specific outdoor or adventure activities or other school-based activities.

## POLICY

### Implementation

- All external providers must be approved by the Principal class and a thorough check should be completed by the school to ensure that they are appropriate for the program.
- All external providers to sign in at the office prior to commencement of their work.
- All external providers to be inducted on the school's behavioural expectations while on site.
- External providers must communicate on a regular basis with the DET Workplace Manager and/or Management OHS Nominee.
- All external providers will only be permitted to bring vehicles on school grounds at the Principal class discretion.

### Prior to Commencement

Langwarrin Primary School will ensure that the external provider/contractor:

- has a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer
- discusses with the school who has responsibilities for first aid, emergency communications and other specialist equipment
- demonstrates that staff have the correct qualifications and/or experience for their specific role/s
- documents how students are supervised by either a registered teacher or an approved staff member with a current Working with Children Check
- ensures that supervision of students is overseen at all times by a staff member or other
- completes a Working with Children Check
- discusses with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place

- reads DET guidelines per [SPAG](#) and understands their obligations under these guidelines.

## **Organising Teacher Considerations**

Prior to the engagement of an external provider, the Organising Teacher should consider:

- Has a planning session with the presenter been conducted?
- Can people within the school provide a similar service?
- Do you have the support of the principal class, the staff and the relevant committees?
- Have costs been considered?
- Will the incursion/excursion be fully funded by parents?
- Have parents been consulted? Have students been consulted? (student voice and agency)
- Have the age and developmental level of the students, the content and the resources been considered?
- Will feedback be given to the presenter?
- Will students be supervised by a teacher at all times?

## **Student Participation**

Students:

- will attend programs offered by external providers only with the prior written consent of their parents.
- who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities.
- who do not attend will have arrangements made for them to continue their normal program at school, under supervision of another classroom teacher where practicable.

## **FURTHER INFORMATION AND RESOURCES**

- *Camps and Excursions Policy*
- *Duty of Care Policy*
- *Visitors Policy*
- *Working With Children Check Policy*

## **REVIEW CYCLE**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was updated on 18th July 2019 and is scheduled for review in July 2022.