



EXTERNAL PROVIDERS POLICY

PURPOSE

External providers may be engaged to deliver specific activities, support or hold programs inside or outside of school hours. They may provide expertise in a certain activity and can form a valuable addition to a program. All such external providers are required to provide Working with Children Checks or equivalent.

SCOPE

This policy applies to the recruitment, screening, supervision and management of all external providers at our school. Riddells Creek Primary School accepts a duty of care to students accessing an external provider during class contact time e.g. a dance company presenting to a whole class, year level or whole school group.

Out of class contact time requires parent supervision or parental consent to the provider, accepting duty of care and supervision of the children to the provider, not the school, and will be required to sign an agreement that reflects this understanding prior to commencing any extracurricular activity.

POLICY

Riddells Creek Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers.

The procedures set out below are designed to ensure that Riddells Creek Primary School's external providers are suitable to work with children and are well-placed to make a positive contribution to our school community.

- All external providers must meet all regulatory requirements and abide by the School's Policies including our statement of commitment to child safety and code of conduct.
- Within school hours 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 within school hours will be appropriately supervised in an alternative learning space, with an appropriate learning activity.
- Have appropriate individual indemnity/public liability insurance
- Signed an acknowledgement of the Riddells Creek Primary School Child Safety Code of Conduct.
- evidence of informed parental consent relating to the supervision of their children

Provision of extra-curricular activities

The School Council will approve all external providers for extra-curricular purposes. Co-ordination of the external providers will rest with the Principal Class or their delegates. External providers approved/accepted by the school will:

- be appropriately qualified or trained for the specific activity
- Have appropriate individual indemnity/public liability insurance
- evaluate their programs or presentations on a regular basis
- be cost effective
- be consistent with school policies
- be inclusive
- consider religious, socioeconomic and ability factors

The School Council reserves the right to change arrangements. All ongoing External Provider arrangements will be reviewed by School Council every three years, in line with the scheduled External Provider Policy review, or earlier at the request of either party.

Suitability checks including Working with Children Checks

Working with students

To ensure that we are meeting our legal obligations under the *Working With Children Act 2005 (Vic)* and the Child Safe Standards, Riddells Creek Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Riddells Creek Primary School is a child safe environment, we will require external providers to obtain a WWC Check and produce their valid card to the office for verification.

In addition, depending on the nature of the work, our school may ask the external provider to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Management and supervision

External provider will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Statement of Commitment to Child Safety, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

External provider will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to external providers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The principal has the discretion to make a decision about the ongoing suitability of an external provider and may determine at any time whether or not a person is suitable to be at Riddells Creek Primary School.

All external providers will be provided an induction in relation to Riddells Creek Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all external providers should be aware of.

RELATED POLICIES AND RESOURCES

Statement of Values

Visitors Policy,

Statement of Commitment to Child Safety,

Child Safety Code of Conduct

Student Wellbeing and Engagement policy

REVIEW CYCLE

School Council Approved on:	Signed by School Council President:	Scheduled for review:
4 August 2020		August 2022