



KINDNESS RESILIENCE RESPECT

External Providers Policy

Date Written: 2017
School Council Ratified:

Review cycle: 4 yearly
Next review: 2021

RATIONALE

At Fitzroy North Primary School we will provide an environment where students are safe, secure and supported. We accept a duty of care to students and in doing so ensure all external providers are suitably qualified and hold a current Working with Children's Check - to work with or within the vicinity of children.

PURPOSE

- To create and maintain a learning environment that facilitates development of the whole child.
- To promote a healthy, supportive and secure environment for all students at Fitzroy North Primary School.
- To enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community by offering special educational and intervention programs.

IMPLEMENTATION

The school may source external providers to support students, staff and/or educational programs, including but not limited to:

- Health Professionals who are DET employees – for example: Psychologists, Speech Pathologists, Occupational Therapists, Social Workers and counsellors
- Tertiary and Secondary Educational Institutions and their adults in training
- Secondary School students undertaking activities such as Work Experience Placement
- Mentors and volunteers
- Incursion/Excursion providers and staff

PROCEDURES

- External providers who enter into ongoing financial contracts, within the school must be approved by Principal class in consultation with School Council; the external provider (s) services and products must be appropriately verified according to DET Financial Policy and Procedure. All other external providers must be approved by Principal class.
- All external providers are required to meet the requirements of related Government, DET and School Policies.
- Coordination of the external provider (s) is the responsibility of the staff in charge of booking the activity.

Staff will:

- Complete an Incursion/Excursion Application Form prior to confirmation of any incursion or excursion
- Induct the external provider by sharing Policies, location of First Aid, staffroom and bathroom facilities
- Ensure the external provider's Working With Children's Check is current, copied and filed
- Ensure the sign-in and sign-out procedures are completed
- Ensure that appropriate consent has been gained by parents/guardians if a student is to engage with the external provider
- Ensure the external provider has professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of the programs offered by them
- Ensure the external provider is appropriately qualified or trained for their specific activity with appropriate credentials copied and filed
- Ensure the external provider, enhances teaching and learning, aligns with the school values and philosophy, and, is considerate to socio-economic, cultural and/or religious issues
- Ensure they are present at all times inside of school hours. (This is a requirement)
- Ensure the external provider does not assume duty of care of students of FNPS and will be supervised by a VIT registered teacher in line with DET ratios and guidelines.

This policy should be read in conjunction with the following school policies:

Child Safe Policy
Child Safe Code of Conduct
Camps and Activities and Excursion Policies



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Visitors Policy

Working with Children Check Policy