

Yarrunga Primary School
EXTERNAL PROVIDERS POLICY
October 2016



RATIONALE:

All students have the right to feel and be safe whilst interacting with external providers at Yarrunga School or whilst on a camp or excursion. External providers can form a valuable addition to a program by:

- delivering specific outdoor or adventure activities or a whole program,
- providing expertise in a certain area or activity.

AIMS:

To create and maintain a healthy, supportive and secure environment for all students whilst offering programs and engaging services using experts and resources from outside of the immediate school community.

To ensure clear and open communication occurs well in advance of any planned activities involving external providers so that an effective and well-informed relationship may exist between them and the school.

IMPLEMENTATION:

Our school may access outside services to provide support for students and staff which may include:

- Psychologists
- Counsellors
- Teachers
- Occupational Therapists
- Speech Pathologists
- Social workers, etc.

Students will attend programmes offered by external providers only with the express prior written consent of their parents/carers.

The principal must approve all external providers and oversee the co-ordination of their time at the school.

Before an external provider is selected to provide a service, a thorough check will be completed by the school to ensure that they are appropriate for the circumstance and that the external provider has:

- a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer
- discussed with the school who has responsibilities for first aid, emergency communications and other specialist 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
- ensured that supervision of students is overseen at all times by a staff member or other individual that has a completed Working with Children Check
- discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion/incursion taking place

- read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understood their obligations under these guidelines.

Program responsibilities

Our school **will not** sign 'Waivers of liability' on behalf of students and will retain overall responsibility for the program and any activities involving students.

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.

EVALUATION:

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

REVIEW: 2020

RATIFIED BY SCHOOL COUNCIL: 18th October 2016