



External Provider Policy

RATIONALE

Roberts McCubbin 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 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.

AIMS

- To ensure that all external providers assume duty of care towards students during the agreed program and are screened appropriately by the Roberts McCubbin Primary School leadership team.
- To ensure the appropriate supervision of students whilst in the care of external providers, whose duty of care is not part of the agreed program.
- To ensure that 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.
- To ensure that any external provider has appropriate public liability insurance.

IMPLEMENTATION

Only external providers supplied by DET or approved by the School Council at Roberts McCubbin Primary will be able to work on site during student activities. Co-ordination of the external providers will rest with the Principal to ensure that:

- All external providers meet all regulatory requirements including:
 - Signing in at the office when entering the school
 - Presenting Working with Children Check
- Students will attend programs offered by external providers only with the express prior consent of their parents/ carers.
- The school council via the principal will ensure that the professional indemnity, public liability and any other necessary insurance to cover the needs of the programs offered by external providers is met by the providers.

EVALUATION

This policy will be reviewed every 3-4 years

Last reviewed and to be ratified in March 2019

REFERENCES:

Other policies which underpin this policy:

- Child Safe Policy
- Duty of Care Policy
- Statement of Values and School Philosophy
- Visitors Policy
- Induction policy