



## EXTERNAL PROVIDER POLICY

ROSANNA  
PRIMARY SCHOOL

POLICIES

This policy has been developed by members of School Council.

<b>Date written:</b>	Aug 2015	<b>Date reviewed:</b>	2019
		<b>Next review:</b>	2022

### PURPOSE

To detail the school's provision of services by external providers (including incursions, therapists, licensees) and with experts and resources from outside the immediate school community.

- To ensure that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.
- To allow exemplary providers of services access to the school which will enhance student outcomes.
- To ensure that parents/carers understand that students may undertake the activity during normal school hours and during some recesses and lunch breaks.

### IMPLEMENTATION

There are three major groups that this policy applies to:

- External therapists such as occupational and speech therapists and psychologist welfare and wellbeing organisations.
- Providers who are under license to deliver learning programs such as instrumental music as well as educational and sporting programs
- Contractors who provide group learning experiences through incursions

### Licensees

Licensees are providers who have entered into an agreement or contract with the school for a designated period of time to provide private tuition or experiences. Some examples of this at RPS are Instrumental music tuition, Chess Club, Cre8ive Masterminds – extension, Sport Stars.

- All External Providers who provide an ongoing extracurricular experience for students are to enter into an annual license agreement and contract.
- All licensees will be expected to complete an annual contractor induction prior to working in the school.

- The license agreement will designate, space and location licensed to the provider, hours and duration of use, payment agreements, the terms of engagement with parents, supervision expectations, responsibility to the facilities, communication expectations
- All licensees must be aware of and adhere to the expectations in the school's Child Safety policies and Code of Conduct and be aware of their child safe reporting obligations.
- All licensees must be aware of and abide by the school's Emergency Management Plan and evacuation procedures.
- Licensees must have current Public Liability Insurance in the amount agreed and provide the school with a certificate of currency.
- All licensees must have a current Working with Children's Check (Employment version) with Rosanna Primary School nominated as a place of work or VIT (Victorian Institute of Teaching) registration.

## External Providers

- All External Providers, must have, a current Working with Children's Check and other relevant checks, before they are invited to provide services to the school.
- All External Providers will be expected to complete a contractor induction prior to working in the school.
- All External Providers will need to agree to the Child Safety Code of Conduct and be aware of their child safe reporting obligations.
- Prior to working with students, all external providers or Organising Teacher, needs to ensure they have the consent of parents to meet with the child/ren concerned.
- When working with an external provider, students will work in groups or as individuals in designated and visible work places through the school.
- All External Providers need to be approved by the Principal.

## Incursions

Incursions complement and are an important aspect of the educational programs offered at our school. The following are guidelines for the purpose and organization of incursions:

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- To ensure that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.
- All incursions must be approved by the Principal.
- A designated Teacher in Charge will coordinate each incursion.
- All incursions are to be maintained at a reasonable and affordable cost
- Incursions must complement the curriculum and comply with all DET requirements.
- In the event of an accident or emergency the Teacher in Charge will be responsible for the administration of first aid, and will contact parents/carers as appropriate. In the event that parents/carers cannot be contacted, the Teacher in Charge will follow first aid and emergency policies as set out by the school.

- In cases involving payment, parents/carers must be informed of the incursion details and return a signed permission note and payment for their child to attend.
- All efforts will be made not to exclude students simply for financial reasons. Parents/carers experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Business Manager/Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager/Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for incursions.
- Parents/carers will be provided with permission forms with information clearly stating payment finalisation dates. Children whose payment has not been finalised prior to the incursion may not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager/Principal.
- The office staff will be responsible for managing and monitoring the payments made by parents/carers and will provide class teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion.
- Students not attending the incursion will be provided with an appropriate educational program.

## Duty of Care

- Incursion activities require the Teacher in Charge to ensure that the location within the school is appropriate and safe for the conduct of the incursion.
- Be aware that children may be less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that incursions require the teacher to ensure that the venue adheres to DET and Child Safe guidelines.
- Be aware that school policy is for students to be counted on a regular basis whilst participating in the incursion.
- The Teacher in Charge will have copies of all confidential medical forms and permission notes with contact details. Copy of this material will also be kept at the administration office.
- Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.
- The teacher in charge or designated teacher of an incursion will have access to a phone containing contacts and know the location of a first aid kit.
- All staff must follow the DET guidelines when organising an incursion. All procedural steps contained in the School Camps, and Excursions Policy and Procedure outlines must also be followed.

## **EVALUATION & REVIEW**

This policy was last updated on April 2019 and is scheduled for review in April 2022.

## **RELATED DOCUMENTS**

### **Policy**

Camps and Excursions

Student Well Being and Engagement

Yard Duty and Supervision

Visitors in Schools

First Aid

**This document can be found at:  
USER:/Policies/Ratified Policies**