

EXTERNAL PROVIDERS POLICY



Policy Statement

External providers may be engaged to deliver specific outdoor or adventure activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program.

Guidelines

- 1.1 Background checks are essential when using an external provider.
- 1.2 Communications should occur well in advance of the planned program as the key to an effective and well-informed relationship between the school and an external provider.
- 1.3 Appropriate insurance arrangements must be in place.
- 1.4 Child Safety and Emergency Management issues must be discussed and documented.

Program

- 2.1 Before an external provider is selected to assist with the delivery of a program, a thorough check should be completed by the school to ensure that they are appropriate for the program.
- 2.2 The school will ensure that communications are:
 - *clear,*
 - *timely, and*
 - *respectful.*
- 2.3 The school should ensure that the external provider has a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer.
- 2.4 Discussions around, and appropriate documentation needs to occur regarding responsibility for:
 - *first aid,*
 - *emergency management and communications and*
 - *other specialist equipment.*
- 2.4.1 The external provider must also read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understand their obligations under these guidelines.

Guidelines

- 1.5 Staff must be appropriately qualified.
- 1.6 Student supervision – Child Safe standards.

Program

- 2.5 All appropriate staff qualifications and/or experience for their specific role/s must be documented.
- 2.6 Prior to commencement of a program the school will have:
- *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*

Evaluation

This policy was ratified by school council on 18th February 2020 and is scheduled for review in February 2023.