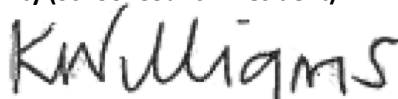
	<b>Hughesdale Primary School</b>	
	<b>External Providers Policy</b>	
<b>Ratified at school Council:</b> October 2022	<b>Due for Review:</b> October 2025	<b>On Website:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Authority (Principal):</b>		<b>Authority (School Council President):</b> 



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the Business Manager or Assistant Principal.

## PURPOSE

Hughesdale Primary School actively maintains a safe learning environment for all students while maximising learning opportunities, experiences, and a rich student-centred curriculum. At times, where specialised expertise is required, the school may use the services of suitably qualified external providers to meet the needs of our students. This may include specialised providers of incursions, excursions, camps, OSHC, or curriculum specific programs (e.g. Family Life). They may provide expertise in a certain activity and can form a valuable addition to a program.

## GUIDELINES

- Clear and open communication that occurs well in advance of the planned program is the key to an effective and well-informed relationship between a school and an external provider.
- Schools cannot sign 'Waivers of Liability' on behalf of students.
- Regardless of the role of the external provider, schools retain overall responsibility for the program and any activities involving students.
- As a Government school, we are required to use only accredited residential campsites as a venue for our camps.
- To support external providers, a member of staff will be assigned as a key liaison point to support with efficient organisation and facilitation. This staff member will confer with the external provider to clearly establish supervisory roles and expectations.

## IMPLEMENTATION

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 the provider is appropriate for the program.

Prior to commencement of a program the school will ensure that the external provider has:

- a current public liability insurance certificate (minimum \$10 million) provided by an Australian Prudential Regulation Authority (APRA) approved insurer
- demonstrated that staff have the correct qualifications and/or experience for their specific role/s.
- agreed with the school who has responsibilities for first aid, emergency communications and other specialist equipment
- agreed with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place
- read the relevant sections of the Department of Education's adventure activity guidelines (if relevant) and understood their obligations under these guidelines. For information on required qualifications please refer to the specific [adventure activity guidelines](#).

With respect to arrangements between the school and third parties, the principal will:

- carefully negotiate terms and conditions with third parties (for example, camp providers, specialist instructors, expedition providers) prior to accepting arrangements
- ensure school staff know who to report any concerns to
- provide relevant information about students to the external providers that they need to know to look after the students and reduce risk.

Prior to commencement of a program the school will ensure that the external provider understands their roles and responsibilities including:

- conducting sign-in and sign-out of participants at the beginning and end of each session and arrangement for communicating attendance to the assigned member of school staff
- accounting for students at all times for external providers used outside of school hours, including marking the roll at the beginning of each session and ensuring students are collected
- not leaving unsupervised any students that are remaining at the end of a session after hours and communicating with those students' parents/carers and or checking students into 'After school care' where appropriate
- ensuring all learning spaces are left tidy and equipment stored appropriately e.g. charging of laptops

To facilitate the above, a member of the school staff will remain on the premises for the duration of the external provider's service provision.

**Approval:**

The school may access external services to provide support for students and staff. Approval for these services will be given by the Principal or their nominee (usually the Assistant Principal). These services may include (but are not limited to):

- psychologists, speech therapists, social workers, physio and occupational therapist etc
- visiting teachers

All other external providers must be approved by the Principal. School Council approval is required for school camps, the Year 2 sleepover or ongoing external partnerships. e.g. OSHC.

Principal and School Council approval for Camps will be granted following the successful completion of paperwork and protocols as outlined in the

- [Approval Proforma for all Excursions and Activities Requiring School Council Approval](#)

Principal approval for Incursions or Excursions will be granted following the successful completion of paperwork and protocols as outlined in the

- Guidelines for Excursion/Incursion (Appendix 1) – full document found in school staff OneNote

Ongoing management and liaison between the school and an incursion/excursion external provider, is the responsibility of the staff member in charge of the event. They must ensure that:

- all external providers meet all regulatory requirements including a Working with Children Check
- sign-in and sign-out procedures are in place
- all relevant policies will be distributed to the provider prior to the activity/program
- only students with prior written consent of their parents/carers will attend programs offered by external providers
- students who do not attend an activity provided by an external provider during school hours are provided with suitable alternative activities.
- professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of programs offered by external providers is met by the provider if offered off site
- socioeconomic, cultural and/or religious issues have been considered, as appropriate

Facility hirers and service providers

Where school facilities are hired by an individual or external organisation, they fall outside the scope of this External Provider's Policy and under the DET Policy, Community Use of Schools — Hiring, Licensing and Community Joint Use Agreements. These organisations are not affiliated with the school and families should investigate suitability of their staff and the programs offered. This currently includes (but is not limited to):

- Music tuition including Piano and Guitar
- External Sport lessons and Chess.

## **RELATED POLICIES AND RESOURCES**

Department policies:

- [Outdoor Activities and Working Outdoors](#)
- [Community Use of Schools](#)

[School policies:](#)

- Student Wellbeing & Engagement Policy


- Duty of Care Policy
- Refund Policy
- Visitors Policy
- Volunteers Policy
- Child Safe Policy
- Child Safety Code of Conduct

## POLICY REVIEW

Policy last reviewed	October 2022
Next scheduled review date	October 2025
Review Cycle	3-4 years

## Appendix 1

### Guidelines for Excursions/ Incursions



**Expectations Relating to Excursions, Incursions, Sport, and any activity where parents are required to pay for an activity and/or the students leave the school.**

As you would be aware there are a number of legal issues pertaining to our job which are necessary and designed to ensure the safety of students and protect the adults working in schools. It is absolutely paramount that we all are aware of the following requirements pertaining to excursions and incursions and all activities which require payment and/or the children leaving the school.

Timeline	Task	Follow Up Actions <small>(RECORD YOUR OWN NOTES/ REMINDERS)</small>
On Planning Day or in Planning Time	<p style="text-align: center;"><b><u>PREPLANNING OF EVENT</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select an incursion/ excursion that will accommodate your cohort (assume 100% attendance and include a supervision ratio of 1:20 for excursions and 1-10 for camp).</li> <li><input type="checkbox"/> Align the event with teaching and learning in the curriculum.</li> <li><input type="checkbox"/> Business Manager to be e-mailed a list of excursions/incursions planned for the term by the conclusion of planning week.</li> <li><input type="checkbox"/> Select a date, confirming there are no clashes with other planned events across the school. Please do not schedule incursions, excursions and other events during planning week.</li> <li><input type="checkbox"/> Make a temporary booking and collect quotes.</li> <li><input type="checkbox"/> Enter the date into the Compass School Community Calendar (Red)</li> <li><input type="checkbox"/> Complete the Event Planner in Compass using the template relevant to your Year Level/Learning Area. For whole level events please create individual class event rolls.</li> <li><input type="checkbox"/> Attach scanner quotes/costing documentation to Compass event (using the Resource TAB. Remember to edit permissions via <i>TOOLS – X Parents, X Students</i>) or provide hard copies to the Business Manager.</li> <li><input type="checkbox"/> Check the deposit required and any other information the supplier requires at this stage.</li> <li><input type="checkbox"/> Complete Purchase Orders for the activities/entry fees, transport and deposits.</li> <li><input type="checkbox"/> Advise Business Manager if deposit required.</li> <li><input type="checkbox"/> Contact Amanda B-W to discuss support and staffing for students as required.</li> <li><input type="checkbox"/> Send the incursion provider a copy of the Incursion Provider Induction Handbook and Induction Provider OHS Checklist requesting that the checklist be completed and returned with all required documentation at least 1 week before their visit date.</li> </ul>	<input type="checkbox"/>
3 - 4 weeks prior to the event	<p style="text-align: center;"><b><u>DISTRIBUTION OF INFORMATION TO THE SCHOOL COMMUNITY</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DET on-line notification (*Student Activity Locator) *<a href="https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/SitePages/SALSub.aspx">https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/SitePages/SALSub.aspx</a></li> <li><input type="checkbox"/> Ensure event has been approved by Business Manager and Principal on Compass</li> </ul>	
2 weeks prior to the event	<p style="text-align: center;"><b><u>CONFIRMATION OF STUDENT DETAILS AND ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check that student permission and payment has been processed on Compass.</li> <li><input type="checkbox"/> Send Compass notification/email to parents to follow up students payment/consent not received.</li> </ul>	