



YEA PRIMARY SCHOOL

External Provider Policy

REGISTRATION REQUIREMENT 4.1 (A) II

A wide range of external providers in Victoria offer specialist programs for schools. Additionally, there are other external providers offering programs with a focus on targeted education, prevention and wellbeing support. E.g. Sex Education

Overview

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.

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.

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.

Prior to commencement of a program the school should ensure 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](#)
- ensure that supervision of students is overseen at all times by a staff member of 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 taking place
- read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understood their obligations under these guidelines.

Program responsibilities

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.



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Government schools using residential campsites in Victoria as a venue for their camp or excursion are required to use only accredited campsites. For more information see: School Policy and Advisory Guide - [Venue Selection](#)

Accreditation schemes include [Australian Camps Association Accreditation](#), [Australian Tourism Accreditation Program \(ATAP\)](#) and [National Accommodation, Recreation & Tourism Accreditation](#)

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.

Planning support

The following materials are essential to guiding the planning and approval process:

- [Planning](#) - these pages support your decision-making role
- [Forms](#) - these checklists will inform external providers about the responsibilities of principals, teachers and school councils in preparing for outdoor and adventure-based excursions.

Partnerships to Promote Respectful Relationships



Schools should be safe places for everyone - students, teachers and other staff, families and members of the local community.



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The involvement and commitment of the whole community is required to achieve a culture in which safe and respectful schools are everyone's concern and responsibility.

Partnerships with families, organisations and individuals within the community play a significant role in ensuring the safety and wellbeing of children and young people.

Schools may choose to work in partnership with community service organisations to develop and implement respectful relationships initiatives.

Community service organisations and external providers

Schools and community service organisations in partnership can implement successful strategies to support student wellbeing including peer support and student leadership programs, community service, cybersafety and bullying prevention initiatives, and the sharing of knowledge and expertise.

Engagement with community service organisations can also support the development and delivery of a respectful relationships curriculum. A wide range of external providers in Victoria work with schools to deliver specialist programs, including personal safety, anti-bullying and respectful relationships initiatives. It is important that any external provider that is delivering a support session or a program offers learning that is meaningful to students and the community. Programs from external providers must take into account cultural influences, setting and latest research and concepts. The selection of an external provider should include an examination of the provider's policy, ensuring it fits with government policy, school policy and the needs of the school.

Internal Partnerships

Schools have access to a range of specialists support professionals to enhance student safety and wellbeing structures and processes and to provide additional support to students including:

- Primary Welfare Officers
- Student Wellbeing Coordinators
- Chaplains
- Student Support Services Officers (psychologists, guidance officers, speech pathologists, social workers and visiting teachers)
- Secondary School Nurses
- Multicultural Education Aides
- Koorie Education Support Officers and
- Other health and wellbeing professionals employed directly by schools.

These specialist professionals often have substantial expertise in the development and implementation of respectful relationships initiatives and programs.



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Families

Families are the first educators of children and young people and they continue to influence their children's learning and development before, during and after schooling has been completed. While schools have an important responsibility for student safety, learning and skill development, parents, carers, guardians and extended family members have a primary role in modelling and teaching children and young people about appropriate behaviour and respectful relationships.

For more information about guidance for meaningful engagement between families and schools, see: [Families as Partners in Learning](#)

Public Liability Insurance

External providers and public liability

Ensure that external providers have public liability insurance. Before a service starts, request a copy of the certificate of currency and check the policy is:

- current and with a reputable insurer
- for the minimum sum per occurrence of \$10 million.

Date Ratified at School Council _____ Principal signature _____

S.C. President signature _____ Next Review Date _____