



# External Provider

## POLICY



### **Rationale:**

All students have the right to feel and be safe in the framework of programs offered by external providers on Port Melbourne Primary School grounds, before, during or after school hours. External providers may be engaged to deliver specific activities, support or hold programs inside or outside of school hours. They may provide expertise in a certain activity and can form a valuable addition to a program.

### **Purpose**

All such external providers are required to provide Working with Children cards or current police checks before entering the site.

Port Melbourne Primary School accepts a duty of care to students accessing an external provider during class contact time e.g. a dance company presenting to a whole class, year level or whole school group.

Out of class contact time requires parent supervision or parental consent to the provider accepting duty of care and supervision of the children to the provider, not the school, and will be required to sign an agreement that reflects this understanding prior to commencing any extracurricular activity.

### **Implementation**

All external providers must meet all regulatory requirements.

Within school hours, students will attend programs offered by external providers only with the express prior written consent of their parents.

Students who do not attend an activity provided by an external provider within school hours will be appropriately supervised in an alternative learning space, with an appropriate learning activity.

For each external provider the school is responsible for sighting and keeping on file a copy of:

- current Working With Children card
- appropriate individual indemnity/public liability insurance
- a signed acknowledgement of the Port Melbourne Primary School Child Safety Code of Conduct
- or equivalent document devised by the organization.
- evidence of informed parental consent relating to the supervision of their children.

### ***Provision of extra curricular activities***

The School Council will approve all external providers for extra-curricular purposes. Co-ordination of the external providers will rest with the Principal Class Officers or their delegates. External providers approved/accepted by the school will:

- be appropriately qualified or trained for the specific activity

- evaluate their programs or presentations on a regular basis
- be cost effective
- be consistent with school policies
- be inclusive – consider religious, socioeconomic and ability factors

The School Council reserves the right to change arrangements. All ongoing External Provider arrangements will be reviewed by School Council every three years, in line with the scheduled External Provider Policy review, or earlier at the request of either party.

### **Related Policies**

Child Safe Code of Conduct  
Child Safety  
Visitors to the School  
Working With Children Check

### **Resources**

DET School Policy & Advisory Guide  
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorroleprovider.aspx>

### **Evaluation**

To be reviewed as part of the school's four year review process