



External Providers Policy

Rationale:

To increase experience of the cultural and social features of the community, we seek to ensure parents/guardians partner in their children's development and to create strong partnerships with community services, schools, businesses and the wider community. We aim to ensure the safety and welfare of students with visitors and external providers, during sessions taking place both inside and outside of the classroom.

Implementation:

- All visitors arriving and departing the school during school hours are required to use a visitors' book to record their name, their signature, the date and time, the purpose of the visit.
- The names of volunteer workers must be recorded for the purposes of volunteer workers insurance.
- Anyone working or volunteering at school or in school related activities must present a current Working With Children (WWC) check card and have it entered in to the school's WWC register prior to commencing work, in accordance with the school's Working With Children policy.
- School camp venues must be selected from the department's accredited providers: <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx>
- In addition to holding a valid WWC card, specialist staff must hold appropriate public liability insurance.
Before a service starts, we will 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.
- While specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.
- When organising visiting speakers, the school should:
 - ensure the content of presentations contribute to the development of students' knowledge and understanding
 - extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes, particularly if speaking on a controversial matter
 - brief presenters about the nature of the school and its community
 - respect the range of views held by students and their families.

Responsibility: Principal, Assistant Principal, Teaching Staff

Ratified at School Council: 12th August 2014

Due for Review: August 2017