



ST. JOSEPH'S PRIMARY SCHOOL

Policy Document



Students Working with an External Provider Policy

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

BASIC BELIEFS

- That our School Community nurtures the development of the whole child.
- Our School is built on respect and an appreciation of individual differences.
- Each child at St. Joseph's Primary School has the right to feel safe at all times.
- "Never see a need without doing something about it." (St Mary MacKillop)

DEFINITIONS

External provider for the purpose of this policy refers to any person, organisation or group offering their services and/or resources to support school-based education or specialist support at the class, year or whole-school level. Providers operate under various business models and may offer their services to schools at a cost.

AIMS AND OBJECTIVES

- St Joseph's school may consider engaging with external providers to supplement or enrich learning and teaching programs. The School acknowledges the potential value of engaging with external providers. The programs, sessions and services provided should always be evaluated on their capacity to contribute to the learning described in the school's Learning and Teaching Policy, and their ability to provide services beyond the scope and expertise of the teacher.
- An incursion or excursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- All external providers must be approved by the Principal.
- Each activity should be conducted with the 'informed consent' of parents or guardians. This means parents or guardians must be provided with all the information necessary for them to be able to make an active and informed decision regarding their child's participation. This includes detailed information about proposed activities, costs, and key dates and times.
- Arrangements will be made for students not attending the incursion or excursion to continue their normal program at school, under supervision of another classroom teacher.

The external provider needs to

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- Sign in at front office and provide administration staff with a copy of their current Working with Children Check.
- Provide proof of relevant qualifications.
- Have professional indemnity, public liability and worker's compensation insurance policies and provide a copy of a certificate of currency for each?
- Provide documentation of business registration, including an ABN.
- Ensure that all equipment and activities used in the lessons are safe for students.
- Provide opportunities for parents and caregivers to supply information about the unique needs specific to their child.
- Ask parents and caregivers for feedback about program effectiveness for their child.

