

EXTERNAL PROVIDERS

Policy

STATEMENT

The school's efforts to ensuring the safety and welfare of students with external providers to enable students to further their learning by complementing classroom lessons with experts and accessing resources from outside the immediate school community. These external providers are an important aspect of the educational needs of students and the programs offered at our school. An external provider includes an activity or specialised skills for students of families of the school.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- To provide additional support or specific treatment of a child.

GUIDELINES FOR ACTION

- All external providers must be approved by the Principal.
- Staff wishing to organize an external provider must discuss the activity with the principal. All external providers should be approved at least two weeks prior to running. The Principal will consider the educational outcome of the external provider as well as the impact on the school for the proposed date.
- The Principal must approve external providers to ensure there are cost neutral and that they complement the curriculum and comply with all DEECD requirements.
- Teachers will ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an activity provided by an external provider, are invited to discuss alternative arrangements with the Principal or Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- Student payments, where required, not finalized prior to the external provider will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Business Manager will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- A designated "Teacher in Charge" will coordinate each external provider.
- The Teacher in Charge will be provided with a final student list.
- Students not participating will be provided with suitable alternative activities.
- Students must have returned a signed permission note and payment (if applicable) to be able to attend the activity.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school activities with external providers. Parents will be notified if their child is in danger of losing the privilege to participate in an activity due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organising teacher. Both the parent and student will be informed of this decision prior to the activity.

DUTY OF CARE

External Providers

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times.
- Be aware that incursions require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and is the person designated with duty of care.
- Be aware that external providers require the teacher to ensure that the venue adheres to DEECD guidelines.
- Arrangements will be made for students not attending the activity to continue their normal program at school under supervision of another classroom teacher.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

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