

OAKLEIGH SOUTH PRIMARY SCHOOL

EXTERNAL PROVIDERS POLICY

Rationale:

The School will provide a positive environment in which all teachers assume responsibility for student welfare, endeavouring to provide successful experiences for all students, where students feel and are safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened.

Oakleigh South Primary School accepts a duty of care to students accessing an external provider. The School will ensure regulations relating to VIT registration, appropriate qualifications and supervision will be observed. Where the school deems a learning environment to be in accordance with the learning, social and emotional development of the student, and where staff do not have VIT registration, the School will provide appropriate supervision of our students.

Implementation:

All external providers must be approved by the Principal. School Council approval may be required for ongoing external partnerships. E.g. OSHC – Camp Australia

The School may access outside services to provide support for students and staff which may include:

- Psychologists
- Counsellors
- Teachers
- Mentors
- Tutors
- Social Workers
- Incursions/Excursions
- Other ongoing providers. E.g. OSHC – Camp Australia

Co-ordination of the external provider is the responsibility of the staff member in charge of the activity. The overall responsibility will however rest with the Principal who will ensure that:

- All external providers meet all regulatory requirements – *Are they VIT registered/or do they have a current/valid WWC Check.*
- Sign-in and sign-out procedures are in place.
- All relevant policies will be distributed to the provider prior to the activity/program.
- Students will attend programs offered by external providers only with prior written consent of their parents/guardians.
- Students who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities.
- Professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of programs offered by external providers is met by the provider if offered off site.

The responsibility for duty of care rests with the provider for all School Council approved Licence Agreements for Community partners that use Oakleigh South Primary School facilities after school hours.

GENERAL GUIDELINES FOR WORKING WITH EXTERNAL PROVIDERS

The following guidelines and checklists are to be considered by all staff when utilising external providers.

External providers assist with various elements of the educational program, including the provision of parent information, learning and development opportunities for staff, classroom support for teachers, and referral of and counselling for students. The following checklists and guidelines are provided to help schools get maximum benefit from the input of external providers.

External providers approved/accepted by the school should:

- Be appropriately qualified or trained for their specific activity
- Evaluate their programs or presentations
- Be cost effective
- Enhance the role of the teacher not replace it
- Be consistent with school policies
- Align with current practice, principles and research where appropriate
- Consider socioeconomic, cultural and/or religious issues.

Teacher checklist

- Can people within the school provide a similar service?
- Do you have the support of the Principal, the staff and the relevant committees?
- Have parents been consulted?
- Have the age and developmental level of the students, the content and the resources been considered?
- Has a planning session with the presenter been conducted?
- What feedback will be given to the presenter?
- What are the costs?
- Have you considered and met the requirements of the Oakleigh South Primary Schools Camps & Excursions Policy, Duty of Care Policy & Visitors Policy
- Have you completed the Excursion Checklist and obtained the approval of the Principal or Assistant Principals?

It is a requirement for a Oakleigh South Primary School teacher to be present with the students AT ALL TIMES when utilising external providers who are not VIT registered, unless approval has been granted by the Principal. Such approval may include; Private/DET Psychologists, Occupational Therapists and Speech pathologists etc.

Qualified or trained external providers:

- Have formal qualifications or relevant experience
- Use performance indicators to evaluate the effectiveness of their programs
- Have a good knowledge of appropriate resources
- Are adept in working with/through relevant school committees.

External providers who have an understanding of current practice, approaches and research:

- Link learning with educational outcomes as outlined in the school program
- Engage in planning with the teacher
- Enhance the central role of the teacher

External providers are to consider socioeconomic, cultural and religious issues:

- Use information about student cultural experiences to create an atmosphere respectful of cultural diversity
- Have well-established and acceptable positions on particular issues which are consistent with the values promoted by the school.

N.B. This policy is to be read in conjunction with Oakleigh South Primary Schools Duty of Care Policy and Procedures, Camps and Excursions Policy & Visitors Policy.

Evaluation: This policy will be reviewed annually.

This policy was reviewed and updated on September 5 2019.