

"The whole of life belongs to God."



St Columba's School

Engaging • Inspiring • Empowering

306 Howard Street, Soldiers Hill 3350

Phone: 5332 4894 Fax: 5331 7196

Email: office@scballarat.catholic.edu.au

www.scballarat.catholic.edu.au

External Provider Policy

Rationale

St Columba's School actively maintains a safe learning environment for all students whilst maximising learning opportunities and experiences. At times where specialised expertise is required, the school may utilise the services of suitably qualified External Providers to meet the needs of our students. This policy outlines the guidelines around the engagement of these individuals and organisations.

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.

Policy Statement

St Columba'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.

Policy Guidelines	Policy Implementation
During School Hours	
<ul style="list-style-type: none">For the safety of our students, the school's Child Safe Policy and Procedures must be adhered to at all timesSt Columba's School accepts a duty of care to students accessing an external provider.	<ul style="list-style-type: none">We require that a member of staff must be supervising students AT ALL TIMES when utilising external providers who do not have VIT registration or equivalent <p>Prior to the commencement of the program, the school will ensure that the external provider has:</p>

<ul style="list-style-type: none"> • We ensure regulations relating to Victorian Institute of Teaching (VIT) registration, appropriate qualifications and supervision will be observed. • Communication with parents is valued by the school as part of the learning process. 	<ul style="list-style-type: none"> • been through the school's induction procedures, including the signing of a Child Safe Code of Conduct • Validated & recorded that external providers have the correct qualifications and/or experience for their specific role/s • Parents are informed of the program being delivered by the external provider and the educational value of the program • Signed, informed consent is obtained for each student (where necessary)
---	---

Outside School Hours

<ul style="list-style-type: none"> • For the safety of our students, the school's Child Safe Policy and Procedures must be adhered to at all times • External providers will meet all legal and regulatory requirements of the school • Communication with parents is valued by the school as part of the learning process. 	<p>Prior to the commencement of the program, the school will ensure that the external provider has:</p> <ul style="list-style-type: none"> • been through the school's induction procedures, including the signing of a Child Safe Code of Conduct • Checked that external providers have the correct qualifications and/or experience for their specific role/s <p>The school has checked that the:</p> <ul style="list-style-type: none"> • External provider has current public liability insurance (minimum \$10 million) which covers the program activity • External provider has current workers' compensation insurance • External provider has business registration, including an ABN • Parents are informed of the program being delivered by the external provider and the educational value of the program • Signed, informed consent is obtained for each student (where necessary) • Disclosure of any potential conflict of interest has been made to the school Principal or Governing Authority
--	---

<ul style="list-style-type: none">• It is important that parents are able to make informed decisions about external providers and the suitability of programs offered	<ul style="list-style-type: none">• Where external providers make use of the school grounds, but are not directly engaged by the school, it is the parent's responsibility to perform due diligence in asserting the suitability of staff and programs offered.
---	---

Related Policies

- Child Safe Policy and Procedures
- Outdoor Education Policy
- Work Health and Safety Policy
- Pastoral Care Policy

VRQA	
Developed:	Jun 2019
Ratified:	Jun 2019
(Fr Marcello via email 26/6/2019)	
To be reviewed:	2022