



## External Provider Policy

### Rationale

External providers are engaged by Mount Clear College to deliver specific outdoor and adventure activities or educational programs which are a valuable addition to the school's curriculum and enhance student engagement and learning. They also offer additional expertise and resources that the school may otherwise be unable to provide.

### Purpose

This policy documents the guidelines required for the engagement of external providers to ensure that student safety regulations are adhered to for all activities and programs.

### Policy

Before an external provider is selected to assist with the delivery of a program, a thorough check will be completed by Mount Clear College to ensure that they are appropriate for the program.

Prior to commencement of a program Mount Clear College will ensure that the external provider has:

1. A current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer.
2. Discussed with the school who has responsibilities for first aid, emergency communications and other specialist equipment.
3. Demonstrated that staff have the correct qualifications and/or experience for their specific role/s
4. A documented system in place to ensure that students are supervised by either a registered teacher or an approved staff member with a current Working with Children Check.
5. Ensure that supervision of students is overseen at all times by a staff member or other individual that has a completed Working with Children Check.
6. Discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the program taking place.
7. A thorough knowledge of the Department's Safety Guidelines for Education Outdoors and understands their obligations under these guidelines.

### **Mount Clear College retains overall responsibility for all programs and any activities involving students and will:**

1. Not sign 'Waivers of Liability' on behalf of students.
2. Only use accredited campsites for camps and excursions.
3. Ensure teaching and education support staff have an understanding of the activity and the environment in which it will be conducted.
4. Confer with the designated instructor about the supervisory role and establish areas of responsibility and if the teacher is not the designated instructor they will act on the advice of the designated instructor on technical safety issues.
5. Ensure that all Department planning and approval processes have been followed.

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available

at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

**Evaluation**

<b>Approved By</b>	School Council
<b>Approval Authority</b>	December 2017
<b>Date Created</b>	September 2017
<b>Responsible for Review</b>	Assistant Principal
<b>Next Review Date</b>	September 2019
<b>References</b>	DET Child Safe Standards resources