



CAULFIELD PRIMARY SCHOOL
EXTERNAL PROVIDER POLICY
POLICY NO. 2.1

Rationale

All students have the right to feel and be safe in the framework of programs offered by external providers at Caulfield Primary School, before, during or after school hours. External providers may be engaged to deliver specific activities, support or a whole program inside or outside of school hours. They may provide expertise in a certain activity and can form a valuable addition to a program. All such external providers are required to provide Working with Children cards or current police checks before entering the site.

Caulfield Primary School accepts a duty of care to students accessing an external provider during class contact time e.g. a dance company presenting to a whole class, year level or whole school group. This duty of care cannot be delegated to the external provider.

Strategies

All external providers must meet all regulatory requirements.

Within school hours students will attend programs offered by external providers only with the express prior written consent of their parents.

Students who do not attend an activity provided by an external provider within school hours will be appropriately supervised in an alternative learning space, with an appropriate learning activity.

For each external provider the school is responsible for sighting and keeping on file a copy of:

- current Working with Children card
- appropriate individual indemnity/public liability insurance
- a signed acknowledgement of the Caulfield Primary School Child Safety Code of Conduct or equivalent document devised by the organisation.
- evidence of informed parental consent relating to the supervision of their children.

External providers must comply with the Caulfield Primary School Visitors Policy and Child Safe Policy whilst on site.

Line of sight supervision will be undertaken with all external providers at all times.

Provision of extra-curricular activities

The School Council will approve all external providers for extra-curricular purposes. Coordination of the external providers will rest with the Principal Class Officers or their delegates. External providers approved/accepted by the school will:

- be appropriately qualified or trained for the specific activity
- evaluate their programs or presentations on a regular basis
- be cost effective
- be consistent with school policies
- be inclusive – consider religious, socioeconomic and ability factors

The School Council reserves the right to change arrangements.

External Provider Review

All ongoing External Provider arrangements will be reviewed by School Council every three years, in line with the scheduled External Provider Policy review, or earlier at the request of either party.

Additional Resources

- CCTV Policy
- Filming and Recording of Students Policy

Review Period

This policy was last updated and approved by School Council on August 2020 and is scheduled for review in August 2023, as part of Caulfield Primary School's review cycle.

Date of Approval: August 2020	Date of Review: August 2023
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