



External Program Providers Policy

Rationale

St Anthony's Primary School offers programs to enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

Aims

- to create and maintain a learning environment that facilitates development of the whole person and to promote a healthy, supportive and secure environment for all students
- strives to provide a positive environment in which all teachers assume responsibility for student wellbeing, endeavouring to provide successful experiences for all students, where students are safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened
- enables the safety and welfare of students learning with an external provider.

Implementation

1. The Principal will ensure that all external providers engaged by the school enter into a Memorandum of Understanding which outlines:
 - a. The nature of the service or program to be provided
 - b. the details of delivery
 - c. the processes that are in place to ensure the welfare and safety of students whilst engaged in the program
 - d. the manner in which regulatory/compliance will be met by the provider
 - e. the responsibilities and commitments of the school, the external provider and the students
 - f. the costs involved
 - g. dispute resolution procedures.
2. The Principal will be the key contact person at the school for all parties associated with the external provider.
3. Parents will provide written and informed consent for the involvement of the student in the external program.
4. Any concerns or queries about the external program, the external provider or student welfare, learning and safety will be directed to the Principal.

Child Safety

- As a result of the Royal Commission into Institutional Responses to Child Sexual Abuse, the Victorian Government introduced a range of measures to better protect children. These measures include:
 - The Child Safe Standards
 - Reportable Conduct Scheme
 - Organisational Duty of Care
- St Anthony's Primary School uphold our Statement of Commitment to Child Safety

St Anthony's Primary School External Program Providers Policy	Date: 14 th August 2020
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- All staff, volunteers, contractors, and any other member of the school community involved in child related work will be informed about and be expected to adhere to, the St Anthony's Primary School Child Safety Code of Conduct
- The Child Safety Code of Conduct applies in all school situations, including school camps and in the use of digital and social media.

Expectations

- St Anthony's Primary School accepts a duty of care to students accessing an external provider
- We ensure regulations relating to Victorian Institute of Teaching (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 does not have VIT registration, the school will provide appropriate supervision of our students.

Programs

- St Anthony's Primary School may access outside services to provide support for students and staff through external agencies which may include:
 - psychologists
 - counsellors
 - teachers
 - mentors/advocates
 - tutors
 - social workers
 - occupational therapists
 - speech pathologists
 - sport coaches
- Co-ordination of the external providers will rest with the Principal to ensure that:
 - all external providers meet all regulatory requirements
 - 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 during school hours will be provided with suitable alternative activities.

Approval

- All external providers must be approved by the school principal
- The school principal will ensure that 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.

Appendices

- Appendix A - St Anthony's Primary School Memorandum of Understanding.

St Anthony's Primary School External Program Providers Policy	Date: 14 th August 2020
Version 1.1	Date for Revision: 14 th August 2024



Related Legislation and Policies

- Ministerial Order No. 870
- CECV Guidelines on the Engagement of Contractors in Catholic Schools
- CECV Guidelines on the Engagement of Volunteers in Catholic Schools
- CECV NDIS External Providers Guidelines for Schools
- DET Child Safety Policy
- St Anthony's Primary School Child Safety Policy
- St Anthony's Primary School Working with Children Check Policy
- St Anthony's First Aid Policy

Evaluation

This policy will be reviewed every four years or more often if necessary due to changes in regulations or circumstances.

St Anthony's Primary School External Program Providers Policy	Date: 14 th August 2020
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Appendix A - Memorandum of Understanding

EXTERNAL PROVIDERS ENGAGED BY THE SCHOOL

External Providers Details		
Name of Organisation/Group/Provider:		
Trading Name if different to provider name:		
Entity Type: e.g. company/sole trader		
ABN:		
Contact Person:		
Contact Phone Number:	BH/AH:	Mobile:
Address:		
Email:		
Working with Children Check (Copy Attached):	No:	Exp Date:
Name of Relevant qualifications (Copies Attached):		
Description of the nature of the service, activity or program being provided:		
Area of School to be utilised:		
Day/s required:		
Period required:	Start Date:	End Date:
Time/s required:	Start Time: am/pm	Finishing Time: am/pm
Access to toilets required: Yes/No		
First aid materials supplied: Yes/No		
Public Liability Insurance details (attach copy):		

St Anthony's Primary School External Program Providers Policy	Date: 14 th August 2020
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External Providers Details (continued)

Additional Safety and/or Welfare requirements that need to be considered:

School Details (to be completed by the school contact)

School name:	
Contact person:	
Address:	
Phone:	
Email:	

Policies and Procedures

The Provider and its personnel must comply with all laws, regulations and St Anthony's Primary Schools' policies and procedures:

- Ministerial Order No. 870
- Mandatory Reporting Guidelines
- CECV Guidelines on the Engagement of Contractors
- CECV NDIS External Providers Guidelines for Schools
- St Anthony's Primary School Child Safety Policy
- St Anthony's Primary School Child Safety Code of Conduct
- St Anthony's Primary School First Aid Policy
- St Anthony's Primary School Working with Children Check Policy

Training

The Provider and its personnel should be aware of the following training. Evidence of this training may be provided to the school principal prior to the provision of any services at the School.

- Disability Standards for Education (DSE) online modules



Additional Terms

Set out any additional terms agreed between parties, e.g. Providers must liaise with Support Teachers and Professional Support Staff.

Signature of Authorised representative of Organisation/Provider:

_____ Date: ___/___/___

Signature of St Anthony's Primary School Principal or Deputy Principal:

_____ Date: ___/___/___

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