



Hamlyn Views School

Safety and Welfare of Students with External Providers Policy

1. PURPOSE

From time to time, Hamlyn Views Schools (HVS) may be approached by, or consider engaging with, external providers to supplement/enrich teaching and learning programs to address curriculum provision requirements, support individual student health and wellbeing or their re-engagement with learning.

Whilst acknowledging the potential value of engaging with external providers to deliver educational programs Hamlyn Views School must ensure the safety and welfare of students as the school retains '**duty of care**'.

2. DEFINITION

External Provider refers to any person, organisation or group offering their services and/or resources to support school-based education or specialist support for an individual student, at the class, year or whole-school level. Providers operate under various business models and may offer their services to schools at a cost.

3. SCOPE

External providers may be engaged by the school to enable students to access learning with experts and resources from outside the immediate school community. The programs, sessions and services provided should be evaluated on their capacity to contribute to the school's curriculum plan, the ability to provide services beyond the scope and expertise of the teacher, and the specific requirements and learning support needs of individual students.

All students have the right to feel and be safe in the framework of programs offered by HVS and in those offered by external providers. HVS accepts a duty of care to students accessing an external provider.

These guidelines are not meant for use in relation to Camps and Excursions for which there are separate policies and guidelines.

4. POLICY

Principals have a responsibility to:

- Approve the use of an external provider.
- Consider the School Strategic Plan and overall benefit for students when deciding to engage an external provider.
- Ensure external providers have an understanding of current practice, approaches and research.

- Ensure external providers have well-established and acceptable positions on particular issues that are consistent with the values promoted by the school, including socioeconomic, cultural and/or religious considerations.
- Work with the School Council to determine the suitability of engaging the provider (where applicable).
- Confirm budget availability (where applicable).
- Ensure the external provider has the professional qualifications and/or experience to deliver the service and meet all necessary legal and safety requirements.
- Ensure the external provider presents a copy of a valid Working with Children Check or Victorian Institute Teacher Registration.
- Ensure the Visitors Register is signed by external providers upon entering and leaving the school.
- Ensure that the external provider is adequately inducted into school protocols and signs the Child Safe Standards Code of Conduct when working with students.
- Ensure that the school's supervision arrangements are adequate which may include a school staff member providing 'line of sight'.
- Ensure that teachers/relevant members of staff have an understanding of the services being provided and their role in delivery.
- Ensure students attending programs offered by external providers have prior written consent of their parents/guardians.
- Ensure a risk assessment and management plan is in place (where appropriate).
- Consider a request from a parent/guardian for an NDIS funded service to be delivered on school grounds during the school day on a case-by-case basis. The principals 'duty of care' obligations, including safety, privacy and educational needs and priorities of all students will be considered in any decision.
- Delegate to the school Allied Health Assistant, the responsibility to co-ordinate the work of external Allied Health providers on-site.
- Inform parents that a written agreement exists between the school and the external provider for the specific programs, and that the staff have the necessary qualifications and safety checks.
- Ensure 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.
- Report allegations of 'Reportable Conduct by external providers, including NDIS Therapists to the Commission for Children and Young People.

Teachers have responsibility to:

- Seek the approval of the principal or their delegate when engaging an external provider.
- Identify the relevant links between the service provided and curriculum priorities.
- Understand the service being provided through working with the provider to add value and depth to existing teaching and learning programs.
- Ensure that the material to be delivered is appropriate for the age and developmental stage of students.
- Understand their obligations, particularly in regard to ensuring adequate supervision and that student wellbeing and safety concerns are clearly defined and managed.
- Ensure students attending programs offered by external providers only with the express prior written consent of their parents/guardians.

Teacher Checklist:

- Has a planning session with the presenter been conducted?
- 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/guardians been consulted?

- Have the age and developmental level of the students, the content and the resources been considered?
- Will feedback be given to the provider?
- What are the costs?
- What are the supervision arrangements?

The External Provider will:-

- Be responsible for the care and supervision of the students whilst they are in receipt of services and this care and supervision includes, but is not limited to, services provided at the premises of the school.
- Give careful consideration to the appropriateness of the service for students, recognising that their service must align with the curriculum and/or individual student health and wellbeing needs.
- Be willing to modify the service delivery in consultation with the Principal or their delegate, if necessary.
- Gain the approval of the Principal or their delegate prior to delivering their service, including providing all documentation requested.
- Follow any agreed reporting arrangements including alerting the school to any changes to program delivery.

Parents/Guardians will:-

- Give written permission for students to attend programs with an external provider.
- Alert the school and external provider as to any concerns about student safety.
- Support students to comply with the rules and expectations determined in advance by the school and external provider when attending programs, including off-site.

Risk Assessment and Management

Contextual factors need to be considered when analysing the risk associated with a service. If significant risks are identified then a risk management plan, that is current and relevant to the service and the context, should be developed. All risk management documents must be lodged with the Principal.

FURTHER INFORMATION AND RESOURCES

- HVS Statement of Values and School Philosophy
- HVS Student Engagement and Wellbeing Policy
- HVS Inclusion and Diversity Policy
- HVS Visitors Policy
- HVS Volunteers Policy
- HVS Duty of Care Policy
- HVS Incursion Policy
- HVS Commitment Statement to Child Safety
- HVS Child Safe Policy
- HVS Child Safe Code of Conduct
- PROTECT: Child Safe Standards

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

- Reportable Conduct Scheme

<http://ccyp.vic.gov.au/child-safety/resources/guides-and-information-sheets#TOC-6>

- DET : Student Re-engagement Guideines and Contract Template

<https://www.education.vic.gov.au/school/teachers/behaviour/engagement/Pages/reengagement.aspx>

- DET: NDIS Funded Therapy in Schools

<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/ndisfundedtherapy.aspx>

- DET: [Guidelines for families, NDIS funded therapists and schools \(docx - 291.17kb\)](#)

5. EVALUATION

A process for evaluating the provision and outcomes of the service should be in place. This would involve reviewing the implementation and effectiveness of the service, including consultation, communication and collaboration prior, during, and after the service was delivered. All stakeholders should have the opportunity to provide feedback, including students.

From time to time, schools may be requested by the external provider to evaluate their programs and services. If doing so, care should be taken not to be seen as openly endorsing a particular service provider.

6. REVIEW CYCLE

- This policy will be reviewed as part of the school's four yearly review cycle.

This was reviewed and updated in September, 2019.

Date for next review: 2023

HVS has zero tolerance for any form of child abuse