



Wonga Park Primary School Policy Manual	400 STUDENTS 403 Safety and Welfare of Students with External Providers Policy	Page: 1 of 4 Issue No: 2.0 Date: May 2019
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Rationale:

The school's incursions and excursions program may at times be complemented with experts and resources from outside the immediate school community. Such external providers of learning are seen as a further enhancement and support of the school curriculum and will often have the expertise and/or equipment to positively impact upon a student's learning. This may take place on-site (internal) or at an external venue (excursion). External providers of learning may provide a performance, a lesson or a service for students. External providers may also instruct students individually (such as instrumental instruments) or provide support, assistance and/or therapy.

The school is committed to ensuring the safety and welfare of students undertaking learning with external providers and has a **zero tolerance of child abuse**.

Purpose:

- To ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding.
- To provide a safe, secure learning experience for students on-site or at external venues including school camps.
- To ensure that processes and procedures are in place to ensure that visitors/external providers understand how to behave appropriately with and towards children and comply with the school's child safety guidelines.
- To ensure that supervision requirements are stringently followed.
- To comply with all legal obligations and Department directives.

Guidelines:

This policy **MUST** be read in conjunction with the:

- Excursion Policy
- School Camp Policy
- Child Safe Policy

All the Guidelines and Implementation actions in the above three policies apply to this policy, which relates to an External Provider of Learning.

- All incursions and excursions involving an external provider must be approved by the Principal or their nominee(s).
- The Principal or their nominee (s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The school has a range of policies, procedures and training in place to support our leadership team, staff and volunteers to achieve our commitments to child welfare and child safety. (See linked policies below)
- In Victoria, organisations including all schools are required to protect children when a risk is identified.
- In addition to general occupational health and safety risks, this school proactively manages risks of abuse to children by removing and reducing these risks and follows the Child Safety Standards.
- The school's core values of Respect, Responsibility, Honesty, Caring and Personal Best underpin our commitment to child welfare, child safety and the Child Safety Standards

Implementation:

The excursion planning and approval process should take into account the following considerations:

- The planning related to any incursion/excursion (where an external provider whether individual or group presents the program or activities) must consider the educational purpose of the excursion/incursion and its contribution to the curriculum
- Child safety is a consideration in the selection of external providers
- All of our staff (including contractors and volunteers) must agree to abide by the school's **Child Safety Code of Conduct** which specifies the standards of conduct required when working with children.
- The school undertakes regular training and education of staff and volunteers on child abuse risks to ensure that the safety of children is the highest priority

Supervision

Teachers are responsible for their students at all times. At law, the **duty of care** cannot be delegated.

- It is **not** appropriate to leave students in the care of ancillary staff, parents or trainee teachers (At law the duty of care cannot be delegated)
- It is **not** appropriate to leave students in the care of external education providers for example during Incursions without adequate supervision arrangements (At Law the duty of care cannot be delegated)
- Visiting speakers/providers of learning do not have the authority to supervise students in schools.
- All adults who undertake **child connected work** at this school and its environments (see Child Safety Code of Conduct) must have a valid **Working with Children Check** and agree to and comply with the school's **Child Safety Code of Conduct**.
- Delegated staff will have the responsibility to check that the Working with Children Check is valid and that the school's Child Safety Code of Conduct has been signed.
- Where children are taught by external providers of individual tuition (such as music) individual arrangements for supervision must be made with the Principal.
- While specialist instructors have the technical knowledge to instruct the students, the teachers have the overall responsibility for the safety and welfare of the students even where the teachers do not directly provide the actual instruction.
- Teachers must supervise their students during a presentation in all of the school's environments (see Child Safety Code of Conduct) by a guest speaker/ external provider of learning.
- Teachers must supervise their students if they are being given religious instruction at school.
- Excursion or school camp staff who will provide supervision of students and who are not registered teachers must have a **Working with Children Check** and must agree to and comply with the school's **Child Safety Code of Conduct**.
- Whilst excursion staff (such as on a school camp) can be included in the staff – student ratio, the excursion/camp must be under the direct control of a teacher employed by the Education Department or the School Council
- The specific roles and responsibilities of each staff member (teachers, instructors, camp site staff, volunteers, etc.) must be clarified and understood by all staff and students prior to the commencement of an excursion/school camp.
- On occasions when this school contracts with another school for the provision of education or educational activities, and the school's own teachers are not in attendance, detailed arrangements will be made to ensure the safety and welfare of this school's students. These arrangements must include the agreed supervision of teachers from that location.

Behaviour

Visitors/External providers:

- Must contribute to a safe, inclusive and caring learning environment within the school
- Must recognise, respect and affirm the authority of the school Principal (or delegate)
- Must not be overly familiar with students
- Must avoid unnecessary contact with students. In instances where this may be necessary as part of the instruction, the intent should be made clear and volunteers should be called for.

- Must respect, accept and be sensitive to other people's views, values and beliefs including their cultural and religious perspectives
- Must treat children fairly and with respect and give equal opportunity for participation to all including children of Torres Strait and Aboriginal cultural background and children with culturally and linguistically diverse backgrounds
- Must be respectful of children with a disability and consider their safety
- Must not provide the media/internet access to photos or information related to students at this school
- Must not contact children of this school through networking sites or email nor in any personal manner

Monitoring External Providers/Visitors

The Principal must ensure that:

- As a minimum a record of all visitors to the school is kept in the event of an emergency or any future investigation
- All visitors/external providers must sign in at the office and wear a badge on every occasion
- Visitors including External Providers, who undertake **child connected work** have a **Working with Children Check** (WWC Check) and must agree to and comply with the school's **Child Safety Code of Conduct**.
- If a visitor's occupation exempts them from the requirement to have a WWC Check (e.g. police officers, teachers) they must provide evidence to support their claim to an exemption
- Any programs delivered by visitors/external providers comply with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Education)
- Any programs or content delivered by visitors/external providers is consistent with the values of public education, Department policies and Education and Training Reform Act 2006 (Vic)
- Where circumstances necessitate it in moving through the school, visitors/external providers will be accompanied by a member of staff
- Parental permission for students to participate in programs or related activities provided by visitors/external providers is granted and that students do not participate in such programs/activities without parental permission
- Visitors/external providers who interact directly with students must be adequately supervised by the teaching staff of the school, in order for the school's **duty of care** to be discharged to those students

This Policy is underpinned by the:

- Child Safe Policy
- Duty of Care Policy
- Excursion Policy
- Health Care Needs Policy
- Internet Policy
- Mandatory Reporting Policy
- On-Site Supervision of Students Policy
- School Camps Policy
- Student Engagement Policy
- Student Welfare Policy

Date Ratified by School Council: 17.6.19

Date of Review: 2024