

EXTERNAL PROVIDERS POLICY

PURPOSE

St Albans Primary School engages with external providers to allow students to access a wide variety of extra-curricular activities and/or social-emotional support services which may include; instrumental music, support programs (e.g. Western English Language School, sports clinics, Salvation Army, The Smith Family, The ACT Group, Keillor Views Club and School Support Staff – psychologists, social workers and speech therapists. This is for the benefit of student learning and student well-being.

SCOPE

This policy applies to all external providers that engage with the school community of St01769113 Albans Primary School.

POLICY

Aims

To ensure:

- All external providers we use meet the Child Safe Standards.
- All external providers meet the guidelines of this policy.
- St Albans Primary School provide students with the opportunity to participate in programs that are linked to social-emotional, cultural and educational outcomes and reinforces and extends classroom learning.
- A program is implemented that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile pursuits.
- St Albans Primary School's practices are compliant with Department of Educational and training (DET), the Child Safety Standards and the Victorian Registration and Qualifications Authority (VRQA) policies and procedures.

Implementation

- The Principal has the overall responsibility of implementing this policy but may delegate certain roles to suitably qualified staff, i.e. Wellbeing Manager.
- All providers and programs must be approved by the Principal.
- The Principal or their nominee will ensure that providers have a current Working with Children Check, public liability insurance and understand their obligations with the Child safe Standards.
- Consideration must be given for the timetabling and venues of additional activities, in conjunction with the Assistant Principal and teachers.
- Providers must adhere to DET guidelines.
- The provider must liaise with the Principal or their nominee to set up the program.
- The provider will provide evidence of Working with Children Check and relevant insurance policies.
- Students may be offered access to programs if relevant to their age/interests/referrals.

FURTHER INFORMATION AND RESOURCES

- [Visitors in Schools Policy](#)
- [Duty of Care Policy](#)
- [Child Safety Reporting Policy & Procedures](#)

REVIEW CYCLE

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

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	October, 2018	October, 2022