



External Provider Policy

POLICY

Purpose

- To ensure that all external providers assume duty of care towards students during the agreed program and are screened appropriately by the Ocean Grove Primary School leadership team.
- To ensure the appropriate supervision of students whilst in the care of external providers, whose duty of care is not part of the agreed program.
- To ensure that external providers are utilised appropriately when required to enhance and enrich the learning experience.
- The external provider will ensure that any resources utilised meet appropriate safety standards.
- To ensure that any external provider has appropriate public liability insurance.

Guidelines

- Ocean Grove Primary School works as a supportive learning community and employs external providers to stimulate and enhance the curriculum. Reasons for an external provider may include increased engagement, enrichment and extension. This policy provides details and procedures for the management of external providers who deliver a part of a course, provide educational programs to students or access the school facilities for teaching an educational program to students. These procedures outline the general requirements for risk management and to ensure that external providers meet the compliance requirements.

Implementation

- Only external providers supplied by the Department of Education (DE) or approved by the School will be able to work on site during student activities. Coordination 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 consent of their parents/ carers.

- The school council via the Principal will ensure that the professional indemnity, public liability and any other necessary insurance to cover the needs of the programs offered by external providers is met by the providers.

Related Policies

- Visitors Policy
- Induction Policy
- Child safe Policy

Evaluation

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	School Council
Next scheduled review date	November 2025