

# Holy Family Primary School GOWRIE



# EXTERNAL PROVIDER Policy



# External Provider Policy

## Related Policies

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CE Child Protection - Mandatory Reporting ACT  
CE Work Health and Safety  
CE External Provider Policy

## Purpose

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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.

## Policy

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It is the responsibility of the Principal to ensure that any person involved in the provision of educational programs is deemed appropriate to be working with children. This extends to all staff and volunteers at the school and to any individual who works with the children providing a part of the educational program and/or an educational program in addition to the school's curriculum. These adults must be suitably trained and screened for the role they are undertaking.

Some external providers are employed by a company or business contracted to the school. It is the responsibility of the company or business to undertake the training and screening of their employees and have the required evidence of public liability insurance. Principals must ensure that all external providers are qualified, screened and insured for the role they are undertaking.

## Definitions

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**External Provider:** Any adult not currently employed by the Catholic Education Office who participates in the provision of an educational course to the students as a part of the school curriculum or as an extra-curricular activity – for a class, group or individual student.

## Procedures

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### Screening

All external providers have a duty of care towards students undertaking the course of study and they must be deemed suitable for working with children. They must be registered to Work With Vulnerable People (ACT) and be able to produce their registration on request by the Principal, or have been screened through the appropriate Working with Children Check (NSW). The Principal keeps a copy of their

registration/documentation on file – See Mandatory Reporting and Child Protection Policy.

### **Facilities**

Facilities that are provided by the external provider must be suitable for the course of study and meet the appropriate requirements of the Work Health and Safety Act.

When an external provider uses the facilities of the school it is the responsibility of the Principal or delegate to ensure that the facilities are suitable for the course of study or activity. This includes that the facility is safe, clean and is of adequate space. Access to the space must also be appropriate for the age, developmental ability and physical requirement of the students.

### **Insurance**

Any person providing an external course who is not an employee of the Catholic Education Office must provide evidence of public liability insurance. The reasonable level of public liability insurance cover should be for 20 million dollars, but the Principal can use discretion in the amount on a one-by-one basis. The Principal keeps a copy of this documentation with other relevant documentation for that provider.

### **Work Health and Safety**

Any person providing an educational course will:

- Ensure that all activities are conducted in a manner that eliminates or minimises risks to health and safety
- Ensure compliance with the Work Health and Safety Act 2011 – see Work Health and Safety Policy
- Provide appropriate levels of duty of care.

### **References**

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Nil

### **Forms**

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Nil

Approved by:	Holy Family School Board
Implementation Date:	November 2013
Policy last Updated:	
School Contact Officer:	Anne-Marie Marek