



10 Laceys Rd, PO Box 140, Cottles Bridge VIC 3099 Phone: 9718 1481
info@learningcooperative.vic.edu.au www.learningcooperative.vic.edu.au

Learning Co-operative External Providers Policy

Rationale:

The Learning Co-operative actively maintains a safe learning environment for all students while maximising learning opportunities, experiences and a rich student-centred Curriculum.

At times, where specialised expertise is required, the school may utilise the services of suitably qualified External Providers to meet the needs of our students.

This may include specialised providers of incursions, excursions, camps, therapy or Curriculum specific programs.

External providers may be engaged to provide specific activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program.

Guidelines

Clear and open communication that occurs well in advance of the planned program is the key to an effective and well-informed relationship between a school and an external provider.

Schools cannot sign 'Waivers of liability' on behalf of students. Regardless of the role of the external provider, schools retain overall responsibility for the program and any activities involving students.

Where not directly responsible for the instruction of the activity or assisting the instructor, the teacher present must understand the activity and the environment in which it will be conducted. This teacher must confer with the designated instructor about the supervisory role and establish areas of responsibility. If the teacher is not the designated instructor, he/she is to act on the advice of the designated instructor on technical safety issues.



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Implementation

Prior to commencement of a program the school should ensure that the external provider has:

- discussed with the school who has responsibilities for first aid, emergency communications and other specialised equipment
- demonstrated that staff have the correct qualifications and/or experience for their specific role/s
- a documented system in place to ensure that students are supervised by either a registered teacher or an approved staff member with a current Working with Children Check. In addition to a Working with Children Check, a member of staff from the Learning Co-operative must be supervising students at all times when utilising external providers who are not VIT registered, unless approval has been granted by the Principal
- discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place.
- a current public liability insurance certificate (minimum \$10 million) provided by an approved insurer.

Approval

The school may access outside services to provide support for students and staff.

Approval for these services will be given by the principal. These services may include (but are not limited to):

- Psychologists, Speech Therapists, Social Workers, etc.
- Visiting Teachers

School Board approval is required for School Camps or ongoing external partnerships. E.g., swimming lessons, gymnastics lessons.

Principal and School Council approval for Camps will be granted following the successful completion of paperwork and protocols as outlined in the;



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- Camps Protocol & Procedure Checklist

Principal approval for Incursions or Excursions will be granted following the successful completion of paperwork and protocols as outlined in the.

- Incursions/Excursions Protocol & Procedure Checklist

Ongoing management and liaison between the school and an incursion/excursion external provider, is the responsibility of the staff member in charge of the event. They must ensure that:

- All external providers meet all regulatory requirements including a Working with Children Check.
- Sign-in and sign-out procedures are in place.
- All relevant policies will be distributed to the provider prior to the activity/program.
- Students will attend programs offered by external providers only with prior written consent of their parents/guardians.
- 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 if offered off site.
- Socioeconomic, cultural and/or religious issues have been considered

Related legislation:

- Children, Youth and Families Act 2005
- Crimes (Family Violence) Act 1987
- Education and Training Reform Act 2006
- Family Law Act 1975



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Related policies:

Duty of Care

Camps Protocol & Procedure Checklist

Incursions/Excursions Protocol & Procedure Checklist

Camps, Activities and Excursions Policy

Student Welfare Policy

Swimming and Water Safety Policy

Visitors & Volunteers Policy

Child Safety and Wellbeing Policy

Policy evaluation:

The governing board will review this policy every three years.


This policy was ratified by the School Board on: **11/10/2021**

Chairperson's signature:

(MYRA THEISZ)



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Date	Version	Approver	Next Review Date
15/10/2021	1	<p>Name: MYRA THEISZ</p> <p>Position: Chairperson of the School Board</p> <p>Signature: </p>	October 2024