



SAFETY AND WELFARE OF STUDENTS LEARNING WITH EXTERNAL PROVIDERS

Rationale

The purpose of this policy is to provide a framework to guide decision-making and action in the area of student welfare and safety when learning with an external provider.

Aims

- To ensure that a proactive approach to student welfare and safety at all times whilst a student is engaged in formal learning.
- To clarify responsibility for student welfare and safety when learning with an external provider.
- To ensure that all parties – the school, the student, the family and the External Provider – understand their responsibilities and commitments.

Guidelines for Implementation

The school may access outside services to provide support for students and staff which may include (but not limited to):

- Psychologists
- Counsellors
- Sports clinics
- Outside Hours School Care
- Local parent support groups
- School Nurses
- Music Tuition.

All external providers must meet all regulatory requirements. The school will ensure that professional indemnity, public liability, building and contents and any other necessary insurance is sufficient to cover the needs of programs offered by external providers. Therefore the School will ensure that all external providers engaged by the school enter into a Memorandum of Understanding which outlines:

- The nature of the service or program provided
- The details of delivery
- The processes that are in place to ensure that the welfare and safety of students whilst engaged in the program
- The manner in which the regulatory/compliance will be met by the provider
- The responsibilities and commitments of the school, the external provider and the students
- The costs (if any) involved
- Dispute resolution procedures.

Students will attend programmes offered by external providers only with the express prior written consent of their parents.

The Principal will be the key contact person at the school for all parties associated with the external provider.

Any concerns or queries about the external program, the external provider or student welfare, learning and safety will be directed to the Principal.

Evaluation

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

This Policy was last ratified in March 2015.

**MEMORANDUM OF UNDERSTANDING
EXTERNAL PROVIDERS ENGAGED BY THE SCHOOL**

Name of Organisation/Group/Provider:

Name of Person in Charge:

Contact Phone Number: BH AH: Mobile:

Working With Children Check No: Expiry Date: (Attach Copy)

Description of the nature of the service, activity or program being provided:

Area of school to be utilised:

Day/s Required:

Period Required: Start Date End Date

Time/s Required: Start Time am/pm Finishing Time am/pm

Access to Toilets Required: Yes/No

First Aid Materials Supplied: Yes/No

Public Liability Insurance details (Attach copy)

Signature

_____ **Date** ____/____/____

Authorised representative of Organisation/Provider

Principal Corpus Christi School