

External Provider Policy

Purpose

Carrum Downs Secondary College is committed to the safety of all children and young people.

Policy

External providers may be engaged to deliver specific outdoor or adventure activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program. Before an external provider is selected to assist with the delivery of a program, a thorough check will be completed by the college to ensure that they are appropriate for the program.

Prior to commencement of a program the college will ensure that the external provider has:

- a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer
- discussed with the school who has responsibilities for first aid, emergency communications and other specialist 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
- ensure that supervision of students is overseen at all times by a staff member of other individual that has a completed Working with Children Check
- discussed with the school who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place

Evaluation: This policy will be reviewed as part of the College's review cycle

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016