

## 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.

### Excursions

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

### Incursions

Prior to commencement of a program, the College will ensure that the external provider has

- a current Working with Children Check for all external providers on site
- ensure that supervision of students is overseen at all times by a College staff member

### REVIEW CYCLE AND EVALUATION

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

**School Policy Advisory Guide:** <https://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

**College Policies:** <https://cdsc.vic.edu.au/welcome/college-policies/>

*This policy was last updated in March 2021 and is scheduled for review in March 2022*