



External Providers Policy

<i>Date implemented</i>	June 2019
<i>Author</i>	Paul Frye
<i>Date to be reviewed</i>	June 2021
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	3 September, 2019
<i>Signature</i>	

A handwritten signature in black ink that reads "Paul Frye".

Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Castlemaine Secondary College owe to our students and members of the school community when external providers visit and use the school premises.

Scope

- To create and maintain a learning environment that facilitates development of the whole person and to promote a healthy, supportive and secure environment for all students at Castlemaine Secondary College.
- To enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community by offering special programs.
- For all students have the right to feel and be safe in the framework of programs offered by Castlemaine Secondary College and in those offered by external providers.

Policy

Castlemaine Secondary College accepts a duty of care to students accessing an external provider. The school will ensure regulations relating to VIT registration, appropriate qualifications and supervision will be observed. Where the school deems a learning environment to be in accordance with the learning, social and emotional development of the student, and where staff members do not have VIT registration, the school will provide appropriate supervision of our students.

The school may access outside services to provide support for students and staff which may include:

- Psychologists
- Counsellors



- Teachers
- Mentors
- Tutors
- Social Workers

Co-ordination of the external providers will rest with the Principal who will ensure that:

- All external providers meet all regulatory requirements
- Students will attend programs offered by external providers only with the express prior written consent of their parents
- Students who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities
- 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.

Further Information and Resources

Duty of Care

Review Cycle

This policy was last updated in June 2019 and is scheduled for review in June 2021.
