

## External Providers Policy

### Background

Huntingdale Primary School engages with external providers to allow students to access a wide variety of extra-curricular activities and/or social –emotional support services which may include; instrumental music, support programs (e.g. Blackburn English Language School), sports clinics and School Support Staff – psychologists, social workers and speech therapists. This is for the benefit of student learning and student well-being.

### Purpose

To ensure:

- All external providers we use meet the Child Safe Standards.
- All external providers meet the guidelines of this policy.
- Huntingdale Primary School provide students with the opportunity to participate in programs that are linked to social-emotional, cultural and educational outcomes and reinforces and extends classroom learning.
- A program is implemented that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile pursuits.
- Huntingdale Primary School’s practices are compliant with Department of Education and Training (DET), the Child Safe Standards and the Victorian Registration and Qualifications Authority (VRQA) policies and procedures.

### Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- All providers and programs must be approved by the Principal.
- The Principal or their nominee will ensure that providers have a current Working With Children’s Check, public liability insurance and understand their obligations with the Child Safe Standards.
- Consideration must be given for the timetabling and venues of additional activities, including private instrumental lessons and para medical professional therapy sessions, in conjunction with the Assistant Principal and teachers.
- Providers must adhere to DET guidelines.

### Organisation

- The provider must:
  - Liaise with the Principal or their nominee to set up the program.
  - Provide evidence of Working with Children Check and relevant insurance policies.
- Consideration should be given to how these programs are timetabled into the school day minimising disruption to the curriculum and learning as much as possible.
- Students may be offered access to programs if relevant to their age/ interests / referrals.



### **Evaluation**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

### **Document Status**

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
September 2016	15 <sup>th</sup> November 2016	15 <sup>th</sup> November 2019