



Working with 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 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) 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 and public liability insurance.
- 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.

Certification

This policy was endorsed by School Council at the meeting held on 16 February 2016

Signed.....

Principal

Signed.....

School Council President