



Broadford Primary School

EXTERNAL PROVIDERS POLICY AND PROCEDURE

RATIONALE:

The school will provide a positive environment in which all teachers assume responsibility for student welfare, endeavour to provide successful experiences for all students, where students feel safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened.

Broadford Primary School 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.

AIM:

- 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 Broadford Primary School.
- 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 Broadford Primary School and in those offered by external providers.

IMPLEMENTATION:

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 Assistant 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.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

Appendix A: DET Guidelines for Working with External Provider (if applicable)

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

Date Implemented	November 2016
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	November 2016
Responsible for Review	Principal
Next Review Date	November 2019

Appendix A

The following guidelines and checklists are to be considered by all staff when utilising external providers.

External providers assist with extra curricular education and intervention, including the provision of parent information, learning and development opportunities for staff, classroom support for teachers, and referral of and counselling for students. The following checklists and guidelines are provided to help schools get maximum benefit from the input of external providers.

Support agencies approved/accepted by the School must:

- Be qualified or trained
- Evaluate their programs or presentations
- Be cost effective
- Enhance the role of the teacher not replace it
- Be consistent with School policy
- Align with current practice, principles and research
- Consider socioeconomic, cultural and/or religious issues

Teacher checklist:

- Can people within the school provide a similar service?
- Do you have the support of the principal, the staff and the relevant committees?
- Have the age and developmental level of the students, the content and the resources been considered?
- Has a planning session with the presenter been conducted?
- Will feedback be given to the presenter?
- What are the costs?

It is a requirement for a teacher to be present with students at all times, except for Qualified or Trained External Providers:

- Have formal qualifications or relevant experience
- Provide a range of support options
- Use performance indicators to evaluate the effectiveness of their programs
- Have a good knowledge of appropriate resources
- Are adept in working with/through relevant School committees
- Are able to give written reports/evaluations.

External Providers who have an understanding of current practice, approaches and research:

- Avoid using scare tactics
- Avoid using an 'information only' approach
- Understand what constitutes an effective education program
- Link learning with educational outcomes as outlined in the school program
- Provide ongoing support rather than the one-off session
- Engage in planning with the teacher
- Enhance the central role of the teacher

External Providers are to consider socioeconomic, cultural and religious issues:

- Become familiar with aspects of the School highlighted in the situational analysis.
- Use information about student cultural experiences to create an atmosphere respectful of cultural diversity.

- Have well-established and acceptable positions on particular issues which are consistent with the values promoted by the school.