

DONVALE PRIMARY SCHOOL



EXTERNAL PROVIDERS POLICY

PURPOSE

Donvale Primary School is committed to the safety of all students in their care. At times external providers may be employed to deliver specific services to support our students, curriculum and school grounds, perform tasks within the school. External Providers may include, but are not limited to; Before and After School Care, Sporting Associations, Instrumental Music Programs, Replacement Teacher Agencies, Companies assigned to undertake repairs and installation works and Non DET employed therapists.

POLICY

- 1.1 Before an external provider is selected to attend the school, a thorough check will be completed to ensure they meet all DET requirements.
- 1.2 Prior to commencement of a program or service, the school will ensure that the external provider has:
 - a current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer
 - been provided with a copy of the school's *Child Safe Policy* and agreed to abide by all its requirements and procedures
 - 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 or other individual that has a completed Working with Children Check
- 1.3 Upon arrival at the school each external provider must:
 - report to the office and sign the visitors book

- collect and wear a Visitors Badge in a visible place
- participate in a school induction to ensure they are aware of our school's processes and *Child Safe Policy* requirements and procedures
- ensure they return to the office at the conclusion of their visit to sign out etc.

RELATED POLICIES

- [DPS Duty of Care Policy 2018.docx](#)
- [Child-Safe-Policy 2018](#)
- [DPS Working with Children Check Policy 2016.doc](#)
- [Statement of Values- Promoting Healthy Safe and Respectful School Communities](#)
- [DPS Volunteers Policy 2018](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 28/02/2019 and is scheduled for review in October 2021

Date Implemented:	28 th February 2019
Author:	Education Sub-Committee
Approved By:	School Council
Responsible for Review:	Principal/Assistant Principal
Review Date:	3 years