

# **Safety & Welfare of Students Learning With An External Provider Policy**

## **Rationale**

Lake Bolac College aims 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. The school offers programs to enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

## **Principles**

All students have the right to feel and be safe in the framework of programs offered by Lake Bolac College and in those offered by external providers.

## **Goals**

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

## **Safety and Welfare of Students learning with an External Provider**

Lake Bolac 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 do not have VIT registration, the school will provide appropriate supervision of our students.

## **Strategies**

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

- Psychologists
- Counsellors
- Teachers
- Mentors
- Tutors
- Social workers

The College Council must approve all external providers. Co-ordination of the external providers will rest with the Principal.

- All external providers must meet all regulatory requirements.
- The College Council will ensure that 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.
- Students will attend programmes 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.

## **General Guidelines for Working with External Providers**

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

External providers assist with various elements of the educational program, 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.

### **External providers approved/accepted by the school should:**

- be appropriately qualified or trained for their specific activity
- evaluate their programs or presentations
- be cost effective
- enhance the role of the teacher not replace it
- be consistent with school policies
- align with current practice, principles and research where appropriate
- 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 parents been consulted?

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- 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?
- What feedback will be given to the presenter?
- What are the costs?

## **Qualified or trained external providers:**

- have formal qualifications or relevant experience
- 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.

## **External providers who have an understanding of current practice, approaches and research:**

- link learning with educational outcomes as outlined in the school program
- engage in planning with the teacher
- enhance the central role of the teacher

## **External providers are to consider socioeconomic, cultural and religious issues:**

- 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.

This policy was last ratified by Lake Bolac College School Council on 16<sup>th</sup> March 2016.

