



# Cranbourne East Primary School Provision of Services by an External Provider (Visits) Policy 2014

## **RATIONALE**

The school's provision of services by an external provider (Visits) enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Visits complement, and are an important aspect of the educational programs offered at our school. A visit is an activity that involves school visitors who provide a performance or service for the students for a fee.

## **AIMS**

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning is often achieved with other people and experiences.
- To ensure that appropriate standards of safety and compliance by the provider are in place at all times.
- To establish protocols for allowing services to be provided at the school by external providers.
- To allow exemplary providers of services access to the school which will enhance student outcomes.

## **IMPLEMENTATION**

- All Visits must be approved by the Principal.
- A designated Teacher in Charge will coordinate each Visit.
- All Visits are to be maintained at a reasonable and affordable cost, that they complement the curriculum and they comply with all DEECD requirements.
- Staff wishing to organise a Visit must complete a School Activities Details form and lodge this for approval. This form must detail the educational outcome of the Visit as well as the impact on the school and the proposed date.
- In the event of an accident or emergency the Teacher in Charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the Teacher in Charge will follow first aid and emergency policies as set out by the school.
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a Visit, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for Visits. Parents will be provided with permission forms containing information clearly stating payment finalisation dates. Children whose payment have not been finalised prior to the visit may not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Maximum notice is to be provided to the Assistant Principal responsible for liaising with Cranbourne East Secondary College to ensure the shared Gym is booked for sole use by the Primary School where required.
- The office staff will be responsible for managing and monitoring the payments made by parents and will provide class teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the Visit.

- Students not attending the Visit will be provided with an educational program.
- All students must have returned a signed permission note and payment to be able to attend the Visit.
- All External Providers such as Music instructors, coaches or similar professionals have undertaken a Police Check, a Working With Children's Check and/or other relevant checks, before they are invited to provide services to the school.
- School Council will approve all activities (where applicable) which are provided by an external provider.
- When working with an external provider the students will work in groups in designated and visible work places through the school.
- The External Provider is to undertake a brief induction program which will outline all legal obligations, all school operating procedures including classroom rules, the professional approach to students in our school which is expected at all times and the expectations of the provider should emergency procedures be put into place.
- Clear guidelines will be put into place regarding financial commitments by parents for providers who charge for their services. All contact and correspondence regarding this will be between the provider and the parents and not through the school.
- To ensure that parents understand that students may undertake the activity during normal school hours and during some recesses and lunch breaks.

## **DUTY OF CARE**

### **Visits**

- Be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
  - Be aware that a Visit with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
  - Be aware that Visits require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
  - Be aware that Visits require the teacher to ensure that the venue adhere to DEECD guidelines.
  - Be aware that school policy is for students to be counted and at other times on a regular basis whilst participating in the Visit.
  - The Teacher in Charge will have copies of all confidential medical forms and permission notes with contact details. Copy of this material will also be kept at school.
  - Arrangements will be made for students not attending the Visit to continue their normal program at school under supervision of another classroom teacher.
  - The teacher in charge or designated teacher of a Visit will carry a mobile phone containing contacts and know the location of a first aid kit.
- All staff must follow the DEECD guidelines when organising an excursion, Visit or camp. All procedural steps contained in the School Camps, Excursions and Visits Policy and Procedure outlines must also be followed.**

## **EVALUATION**

This policy will be reviewed in three years from ratification.

Ratified by School Council: 27 August 2014