



MELBA COLLEGE

LEARNING WITH AN EXTERNAL PROVIDER POLICY

1. POLICY STATEMENT

Melba 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.

All students have the right to feel and be safe in the framework of programs offered by Melba College and in those offered by external providers. Melba College has clear and comprehensive policies, procedures and accountability mechanisms to regulate the conduct and decisions of school staff for the benefit of its students. All staff, volunteers and other adults contracted, employed or engaged by Melba College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

2. GUIDELINES

2.1 The school will provide a positive environment in which all teachers assume responsibility for student welfare, endeavoring 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.

2.2 Melba 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.

2.3 Risk management procedures must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment and the activities expected to be conducted in that environment, including the services by contractors or outside services, and the characteristics and needs of all children expected to be present in that environment. As a part of the risk management strategy school staff must make a record of those risks and specify the action (s) the school will take to reduce or remove the risks (risk controls). Further to this, staff are required to monitor and evaluate the effectiveness of the implementation of risk control measures

3. PROGRAM

3.1 When required the school will 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.

3.2 Co-ordination of the external providers will rest with the Principal Class Officers to ensure that:

- all external providers must meet all regulatory requirements in accordance with Ministerial Order No. 870
- students will attend programs offered by external providers only with the express prior written consent of their parents/guardians
- students who do not attend an activity provided by an external provider during school hours will be provided with suitable alternative activities

3.3 The School 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.

4. DUTY OF CARE

At law, the Duty of Care cannot be delegated.

- Students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- An incursion 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.
- Incursions require the teacher to fully comply with DET 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.
- Incursions require the teacher to ensure that the venue adheres to DET guidelines.
- School policy is that student attendance will be counted a minimum of two times whilst participating in the incursion.
- Arrangements will be made for students not attending the incursion to continue their normal program under supervision of another teacher.

5. LINKS

Links which are connected with this policy are:

- <http://www.education.vic.gov.au/school/principals/finance/Pages/purchasing.aspx>
- <http://www.education.vic.gov.au/about/programs/health/protect/Pages/schobligationsorder.aspx>
- <http://www.vrqa.vic.gov.au/childsafe/Documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>
- Melba College Child Safety Code of Conduct

6. EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Prepared By:	Submission to Council	Review Date:
Melba College Council	25 October 2016	2017