



McAuley Catholic Central School

External Providers Policy

EXTERNAL PROVIDERS POLICY

Related Policies

Child Protection - Mandatory Reporting ACT
Child Protection - Mandatory Reporting NSW
Work Health and Safety
Child Protection
Visitors to School Policy

Purpose

This policy provides details and procedures for the management of external providers who deliver a part of a course, provide educational programs to students or access the school facilities for teaching an educational program to students. These procedures outline the general requirements for risk management and to ensure that external providers meet the compliance requirements.

Policy

It is the responsibility of the Principal to ensure that any person involved in the provision of educational programs is deemed appropriate to be working with children. This extends to all staff and volunteers at the school and to any individual who works with the children providing a part of the educational program and/or an educational program in addition to the school's curriculum. These adults must be suitably trained and screened for the role they are undertaking.

Some external providers are employed by a company or business contracted to the school. It is the responsibility of the company or business to undertake the training and screening of their employees and have the required evidence of public liability insurance. Principals must ensure that all external providers are qualified, screened and insured for the role they are undertaking.

Definitions

External Provider:

Any adult not currently employed by Catholic Education who participates in the provision of an educational course to the students as a part of the school curriculum or as an extra-curricular activity – for a class, group or individual student.

Procedures

Screening

All external providers have a duty of care towards students undertaking the course of study and they must be deemed suitable for working with children. They must be screened through the appropriate Working with Children Check (NSW). The Principal keeps a copy of their registration/documentation on file – See Mandatory Reporting and Child Protection Policy.

Insurance

Any person providing an external course who is not an employee of Catholic Education must provide evidence of public liability insurance. The reasonable level of public liability insurance cover should be for 20 million dollars, but the Principal can use discretion in the amount on a one-by-one basis. The Principal keeps a copy of this documentation with other relevant documentation for that provider.

Work Health and Safety

Any person providing an educational course will:

- Ensure that all activities are conducted in a manner that eliminates or minimises risks to health and safety
- Ensure compliance with the Work Health and Safety Act 2011 – see Work Health and Safety Policy
- Provide appropriate levels of duty of care.

Organising Teacher:

- is responsible for obtaining a copy of Public Liability Insurance and Working with Children Check from the external provider and filing in the office.

Facilities

- Facilities that are provided by the external provider must be suitable for the course of study and meet the appropriate requirements of the Work Health and Safety Act.

When an external provider uses the facilities of the school it is the responsibility of the Principal or delegate to ensure that the facilities are suitable for the course of study or activity. This includes that the facility is safe, clean and is of adequate space. Access to the space must also be appropriate for the age, developmental ability and physical requirement of the students.

Community Facilities accessed by McAuley.

- Tumut Shire Swimming Pool – Contact Snowy Works and Services - Fill in necessary paperwork and make a booking
- Bull Paddock – Contact Tumut Shire Council to make a booking
- Boys Club – Contact Tumut Shire Council to make a booking
- Tumut Basketball Stadium – Contact Tumut Basketball Association
- Tumut Tennis Courts - Contact Coach Ms Bernadette Cahill
- Riverglade Oval –Contact Tumut Shire Council to make a booking
- Cross Fit Gym- Contact the Gym
- Wetlands (Cross Country)- Give courtesy call to Tumut Shire Council
- River walk (Cross Country) -Give courtesy call to Tumut Shire Council
- Twickenem Rugby League Grounds- Contact Tumut Rugby League Club
- Tumut Netball Courts - Contact Tumut Netball Association
- Drive Group Fitness - Contact Drive Group Fitness Centre
- Library- Contact Tumut Library
- Riding For the Disabled.-Contact Margot Bulger
- Tumut Bowling Club.- Contact The Club/Jarrold Rossiter- Manager
- Adelong Swimming Pool. (Gadara Swimming) - Contact- Snowy Works and Services
- Meals on Wheels.- Contact Valmar
- Montreal Theatre.- Contact Montreal Community Theatre Association
- Coles/Woolworths- Contact not necessary
- KinderGym -Contact Gym Patrina Buckmaster
- Fire Cadets (Various Places) Mr Peter Jones
- Gadara Special Needs School.-Contact Gadara School
- Tumut Golf Club-Contact Professional Golfer- Nathan Brown
- Blakeney Lodge- Contact-Mrs Kerry Kelly
- Tumut Parish Church- Contact Parish Priest
- Elm Drive Hockey Fields- Contact Lyn Bathgate
- Tumut High School – Contact School Office
- Riverina TAFE- Tumut Campus- Contact Mark Groves
- Tumut Show ground – Contact Cameron Ellison/ McGruer family
- RSL Club Tumut-Contact The Manager RSL Col Woodman
- Fiveways Art Studio- Contact Art Society

Rules and regulations

As a general outline anyone accessing external facilities should abide by the rules and regulations employed by the provider. If required as part of the booking -risk assessment and safety procedures eg. evacuation procedures should be completed and implemented.

Bull Paddock –we use some of the Little Athletics Association’s equipment- we hire their timer for \$50. Canteen and facilities have to be left clean after carnivals. We collect and return keys to council and we pay a bond of \$50 each time. Council will mark fields depending on what carnival we are holding.

General use of sporting grounds

Children respect and care for facilities. Students follow instructions by supervising adults and teachers.

The facilities are left clean and tidy and rubbish placed in bins.

Swimming Pool Use

Governed by the Snowy Works and Tumut Council

(see attached documentation) Complex process to use pools- Pool not always open – need notice to employ swimming lifeguards. Supervising Teachers – one needs to have a current Bronze medallion.

References

Nil

Forms

Nil

Approved by:	McAuley Executive
Implementation Date:	August 2015
Policy Revision Date:	August 2018