Rationale:
Craigieburn Primary School will provide a positive environment in which all teachers assume responsibility for student welfare at all times. External providers may be engaged to deliver specific outdoor or adventure activities or a whole program. They may provide expertise in a certain activity and can form a valuable addition to a program. Craigieburn Primary School 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 members do not have VIT registration, the school will provide appropriate supervision of our students.

Child Safe Standard
Victorian Government Schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with the legal obligations including child safety standards. Refer to our Child Safety and Code of Conduct Policies.

Aim:
- 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 at Craigieburn Primary School.
- To enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community by offering special programs.
- To provide an environment where all students have the right to feel and be safe in the framework of programs offered by Craigieburn Primary School and in those offered by external providers.

Guidelines
Prior to commencement of a program the school should ensure;
- that the external provider has a current public liability insurance certificate (minimum $10 million) provided by an APRA approved insurer.
- that the external provider has discussed with the school who has responsibilities for first aid, emergency communications and other specialist equipment.
- that the external provider has demonstrated that staff have the correct qualifications and/or experience for their specific role/s.
- clear and open communication occurs well in advance of the planned program as this is the key to an effective and well-informed relationship between a school and an external provider.
before an external provider is selected to assist with the delivery of a program, a thorough check should be completed by the school to ensure that they are appropriate for the program and have a Working with Children Check.

supervision of students is overseen at all times by a teaching staff member. In the event of a breach of policy the teacher will inform the Principal.

they have discussed who will be responsible for emergency procedures, and that these are well understood prior to the excursion taking place

they have read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understood their obligations under these guidelines.

Co-ordination of the external providers will rest with the Principal who will ensure that:

- All external providers meet all regulatory requirements.
- Students will attend programs 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.
- 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.

LINKS AND APPENDICES
Please note that the forms below have been developed in view of legal advice received by the Department to ensure that schools' legal obligations with regard to the duty of care towards students are met. These forms provide minimum guidelines that should be adhered to.

- Asthma management form
- Notification of School Activity
- Documentation of Participant preparation, prerequisite skills/knowledge
- Staff qualifications in lieu of formal qualifications
- Clothing and equipment list
- Emergency response proforma
- Risk register template
- Risk analysis tools

References

Related Legislation
- Education and Training Reform Act (Vic) 2006
- Ministerial Order 141
- Working with Children Act 2005

Evaluation:
This policy will be reviewed as part of the school's cyclic process or more often if necessary due to changes in legislation and regulations.

This policy was last ratified by School Council in Nov 2016 and will be reviewed 2017.