No. 4922

KARINGAL PRIMARY SCHOOL

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EXTERNAL PROVIDERS AND INCURSIONS POLICY
(INCLUDING CAMPS, OSHC)

RATIONALE

Karingal Primary School actively maintains a safe learning environment for all students while maximising learning opportunities, experiences and a rich student-centred curriculum. At times, where specialised expertise is required, the school may utilise the services of suitably qualified External Providers to meet the needs of our students. This may include specialised providers of incursions, excursions, camps, OSHC, or Curriculum specific programs.

A wide range of external providers in Victoria offer specialist programs for schools. 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.

GUIDELINES

Clear and open communication that occurs well in advance of the planned program is the key to an effective and well-informed relationship between a school and an external provider.

Schools cannot sign 'Waivers of liability on behalf of students. Regardless of the role of the external provider, schools retain overall responsibility for the program and any activities involving students.

As a Government school, when using residential campsites in Victoria as a venue for our camp or excursion, we are required to use only accredited campsites.

Where not directly responsible for the instruction of the activity or assisting the instructor, the teacher present must understand the activity and the environment in which it will be conducted. This teacher must confer with the designated instructor about the supervisory role and establish areas of responsibility. If the teacher is not the designated instructor, he/she is to act on the advice of the designated instructor on technical safety issues.

IMPLEMENTATION

General Guidelines

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.

Before the commencement of a program the school should ensure that the external provider has:

- discussed with the school who has responsibilities for first aid, emergency communications and other specialised equipment
- demonstrated that staff have the correct qualifications and/or experience for their specific role/s
- a documented system in place to ensure that students are supervised by either a registered teacher or an approved staff member with a current Working with Children Check. In addition to a Working

with Children Check, **we require that a member of staff from Karingal Primary School must be supervising students AT ALL TIMES when utilising external providers who are not VIT registered** unless approval has been granted by the Principal
- discussed with the school who will be responsible for emergency procedures, and that these are well understood before the excursion takes place
- read the relevant sections of the Department's Safety Guidelines for Education Outdoors and understood their obligations under these guidelines
- a current public liability insurance certificate (minimum $10 million) provided by an APRA-approved insurer.

APPROVAL

The school may access outside services to provide support for students and staff. Approval for these services will be given by the Principal or his/her nominee (usually the Assistant Principal). These services may include (but are not limited to):

- Psychologists, Speech Therapists, Social Workers, etc
- Visiting Teachers

All other external providers must be approved by the Principal. School Council approval is required for School Camps or ongoing external partnerships. E.g. OSHC.

Principal and School Council approval for Camps will be granted *following* the successful completion of paperwork and protocols as outlined in the Camps Protocol & Procedure Checklist.

Principal approval for incursions or excursions will be granted *following* the successful completion of paperwork and protocols as outlined in the;

- Incursions/Excursions Protocol & Procedure Checklist

Ongoing management and liaison between the school and an incursion/excursion external provider is the responsibility of the staff member in charge of the event. They must ensure that;

- All external providers meet all regulatory requirements including a Working with Children Check.
- Sign-in and sign-out procedures are in place.
- All relevant policies will be distributed to the provider before the activity/program.
- Students will attend programs offered by external providers only with the 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.
- Professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of programs offered by external providers are met by the provider if offered off-site.
- Socioeconomic, cultural and/or religious issues have been considered.

FACILITY HIRERS AND SERVICE PROVIDERS

Where school facilities are hired by an individual or external organisation, they fall outside the scope of this External Provider's Policy. These organisations are not affiliated with the school and families should investigate the suitability of their staff and the programs offered. This currently includes (but is not limited to);

- Music school

RELATED LEGISLATION

- *Children, Youth and Families Act 2005*
- *Crimes (Family Violence) Act 1987*
- *Education and Training Reform Act 2006*
- *Family Law Act 1975*

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2025
Approved by	Principal: Samantha Cooke
Next scheduled review date	December 2028