



Horsham Special School

Safety and Welfare of Students with External Providers Policy

RATIONALE

Horsham Special School (HSS) organises programs that enable students to learn in a variety of contexts, including with experts and resources from outside the immediate school environment.

Our School has an annual arrangement with external providers to offer programs. The details of these arrangements are annually included in a Memorandum of Understanding (MOU) with each provider.

Horsham Special School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that our management of external providers poses no risk to child safety.

Horsham Special School is committed to creating and sustaining a safe, equitable, respectful and inclusive learning environment for every student and staff member, same-sex attracted, intersex and gender diverse students and staff.

AIMS

At all times Horsham Special School (HSS) will adhere to the DET guidelines in maintaining the safety and welfare of students with external providers. This policy should be implemented in alignment with:

1. DET Parent Complaints Policy:
<http://www.education.vic.gov.au/school/principals/spag/community/pages/parentcomplaints.aspx>
2. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
3. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafes/Pages/default.html>
4. HSS Duty of Care Policy
5. HSS Student Wellbeing and Engagement Policy
6. Any other current or future policy related to the safety and welfare in providing education of students of our school by external providers

HSS Staff will ensure the safety and welfare of students whilst participating in externally provided programs as the school continues to have a **duty of care** for these students.

Definition

External Provider means any professional adult or company that provides educational, specialist or therapeutic support to any student or group of student, either on the premises of Horsham Special School, or at an external premises.

IMPLEMENTATION

To comply with this duty, Horsham Special School will:

1. Ensure the School Council approves all external providers.
2. Ensure that all external provider staff have a current Working with Children Check or VIT registration, and relevant qualifications.
3. Ensure appropriate supervision is observed.
4. The Principal or their nominee e.g. Paramedical coordinator, will co-ordinate the work of external providers.
5. Obtain Parent/Guardian permission as required.
6. Monitor student attendance, alerting the provider contact if the student is absent.
7. Have in place reporting arrangements for:
 - a. The external provider to alert the school to any changes to any of the above matters and
 - b. The student or parents/guardians to alert the school and external provider as to any concerns about student safety.
8. Horsham Special School will inform parents that a written agreement exists between the school and the external provider for the specific program, that staff have appropriate qualifications and criminal records checks.
9. Students will be expected to comply with all rules and expectations determined in advance by the provider.

The external provider will be responsible for the care and supervision of the students whilst they are in receipt of services, and this care and supervision includes, but is not limited to services provided at the premises of the school, provided the provider has direct contact with the students.

EVALUATION

This policy was last updated in May 2019 and will be reviewed in May 2021.