

EXTERNAL PROVIDERS

PHILOSOPHY

At Mount Waverley North Primary School we will provide an environment where students are safe, secure and supported. We accept a duty of care to students and in doing so ensure all external providers are suitably fit and qualified to work with or within the vicinity of children.

PURPOSE

- To create and maintain a learning environment that facilitates development of the whole child and to promote a healthy, supportive and secure environment for all students at Mount Waverley North 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 educational and intervention programs.

IMPLEMENTATION

- The school may source external providers to support students, staff and/or educational programs, including but not limited to:
 - Health Professionals, for example but not limited to: Psychologists, Speech Pathologists, Occupational Therapists, Social Workers and Counsellors
 - Visiting Teachers
 - Tertiary and Secondary Educational Institutions and their adults in training.
 - Secondary School students undertaking activities such as Work Experience.
 - Mentors and volunteers.
 - Incursion/Excursion providers and staff
 - Outside of Hours School Care
- External providers that enter into ongoing financial contracts must be approved by Principal Class in consultation with School Council; the external provider(s) services and products must be appropriately verified according to DET Financial Policy and Procedure. All other external providers must be approved by Principal Class.
- All external providers are required to meet the requirements of related Policies; Child Safe Policy, Working with Children Check, Camps and Excursion Policy, and On Site Supervision.
- Co-ordination of the external provider(s) is the responsibility of the staff in charge of the activity. They should:
 - Complete the Incursion Application Form (Appendix A) prior to confirmation of any incursion.
 - Induct the external provider by sharing Policies, location of first aid, staff room, bathroom facilities,
 - Ensure the external provider's WWC Card is current, copied and filed
 - Ensure the sign-in and sign-out procedures are completed
 - Ensure that appropriate consent has been gained by parents/guardians if a student is to engage with the external provider.
 - Ensure the external provider has professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of programs offered by external provider(s).
 - Ensure the external provider is appropriately qualified or trained for their specific activity with appropriate credentials copied and filed.
 - Ensure the external provider, enhances teaching and learning, aligns with school values and philosophy, and, is considerate to socio-economic, cultural and/or religious issues.

RELATED POLICIES:

- | | |
|--------------------------------------|--------------------------------------|
| • Child Safe Code of Conduct | • On site supervision Policy |
| • Child Safe Policy | • Visitors and Volunteers Policy |
| • Working with Children Check Policy | • Community Use of School Facilities |
| • Camps and Excursion Policy | |

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019

APPENDIX A: INCURSION APPLICATION FORM

To be submitted for Principal's approval minimum of two weeks before incursion

MOUNT WAVERLEY NORTH PRIMARY SCHOOL

INCURSION: _____

LEVEL/S: _____ DATE: _____ / _____ /20____ TIME: _____

INCURSION COORDINATOR: _____

EXTERNAL PROVIDER CONTACT: _____

EXTERNAL PROVIDER CONTACT NUMBER: _____

EXTERNAL PROVIDER CONTACT email: _____

Purpose of Incursion:
.....
.....

Preferred Room:

- | | | |
|---|---|--|
| <input type="checkbox"/> Learning Space | <input type="checkbox"/> Science & Tech Room | <input type="checkbox"/> Visual Arts Room |
| <input type="checkbox"/> Library | <input type="checkbox"/> Performing Arts Room | <input type="checkbox"/> German Room |
| <input type="checkbox"/> Hall | <input type="checkbox"/> Senior Oval | <input type="checkbox"/> Basketball Courts |

Number of students attending:

Teacher in Charge

Staff Attending

Also Attending WWC
..... WWC
..... WWC
..... WWC

Documentation:

Cost Item	Overall Cost	Cost Per Student
Enrolment Fee	\$	\$
Food	\$	\$
CRT Costs	\$	\$
Sundries	\$	\$
Total Cost	\$	\$

Costings checked with Business Manager

MWNPS Incursion Approval Application

Proposed date(s) listed on Staff and website Calendars

Notice to parents, including medical forms organised with Business Manager

Date notice to parents is to be sent home _____ / _____ /20____

As organiser, I am familiar with relevant Ministerial requirements and this excursion/incursion falls within those guidelines.

SIGNATURE OF ORGANISER: _____ DATE: _____ / _____ /20____

APPROVAL BY PRINCIPAL: _____ DATE: _____ / _____ /20____