



ALBANY RISE PRIMARY SCHOOL

External Providers Policy

REVIEW DATE: 2026



Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

BACKGROUND:

The school will provide a positive environment in which all teachers assume responsibility for student welfare, endeavour to provide successful experiences for all students, where students feel safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened.

PURPOSE:

- 1.1 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 Albany Rise Primary School.
- 1.2 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. This policy does not include contractors relating to facilities and maintenance provision.
- 1.3 For all students have the right to feel and be safe in the framework of programs offered by Albany Rise P.S. and in those offered by external providers.

GUIDELINES:

- 2.1 All external providers must be approved by the Principal. School Council approval may be required for ongoing external partnerships. e.g. Kids Hope Mentors, Musical Instrumental Teachers, NDIS providers.

The school may access outside services to provide support for students and staff, during school hours, which may include:

<ul style="list-style-type: none"> • Psychologists • Counsellors • Social Workers • Occupational Therapists • NDIS providers 	<ul style="list-style-type: none"> • Teachers • Mentors • Tutors • Incursions/Excursions • Other ongoing providers. 	<ul style="list-style-type: none"> • Instrumental Music Teachers • Athletics events
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- 2.2 Co-ordination of the external providers is the responsibility of the staff member in charge of the activity. The overall responsibility will however rest with the Principal who will ensure that:
 - All external providers meet all regulatory requirements –*VIT registered/or have a current/valid WWC Check.*
 - Sign-in and sign-out procedures are in place.
 - All relevant policies will be distributed to the provider prior to the activity/program.
 - Students will attend programs offered by external providers only with prior written consent of their parents/guardians.
 - 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.



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- 2.3 All external providers will be provided with a copy of the 'ARPS Visitor and Volunteers pack' with OHS, Child Safe Standards, Code of Conduct and WWCC information and forms.

GENERAL GUIDELINES FOR WORKING WITH EXTERNAL PROVIDERS

The following guidelines and checklists are to be considered by all staff when utilising external providers.

External providers assist with various elements of the educational program, including the provision of parent information, learning and development opportunities for staff, classroom support for teachers, referral of and counselling for students. The following checklists and guidelines are provided to help schools get maximum benefit from the input of external providers.

2.4 External providers approved/accepted by the school should:

- Be appropriately qualified or trained for their specific activity
- Evaluate their programs or presentations
- Be cost effective
- Enhance the role of the teacher not replace it
- Be consistent with school policies
- Align with current practice, principles and research where appropriate
- Consider socioeconomic, cultural and/or religious issues.

2.5 Staff should consider the following checklist prior to enlisting external support services:

- Can people within the school provide a similar service?
- Do you have the support of the Principal, the staff and the relevant committees?
- Have parents been consulted?
- Have the age and developmental level of the students, the content and the resources been considered?
- Has a planning session with the presenter/provider been conducted?
- What feedback will be given to the presenter/provider?
- What are the costs?
- Have you considered and met the requirements of the Albany Rise PS Policies for Engagement, Inclusion & Wellbeing?

- 2.6 **In the case of incursions and special events**, It is a requirement for an ARPS teacher to be present with the students AT ALL TIMES when utilising external providers who are not VIT registered.

- 2.7 **Albany Rise 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.



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ARPS POLICY

Qualified or trained external providers:

- Have formal qualifications or relevant experience
- Use performance indicators to evaluate the effectiveness of their programs
- Have a good knowledge of appropriate resources
- Are adept in working with/through relevant school committees.

External providers who have an understanding of current practice, approaches and research:

- Link learning with educational outcomes as outlined in the school program
- Engage in planning with the teacher
- Enhance the central role of the teacher

External providers are to consider socioeconomic, cultural and religious issues:

- Use information about student cultural experiences to create an atmosphere respectful of cultural diversity
- Have well-established and acceptable positions on particular issues which are consistent with the values promoted by the school.

2.8 The Albany Rise Memorandum of Understanding for External Providers of Health and Support Services must be read and signed on behalf of the school and the Service provider, prior to any services being undertaken by health or support services.

References:

https://www.education.vic.gov.au/school/principals/spag/safety/Pages/expired/healthwellbeing_serv.aspx

<https://www2.education.vic.gov.au/pal/excursions/guidance/external-providers>

Resources:

Google Drive: <https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA>

Website: <https://albanyrise-ps.vic.edu.au/about-us/policies/>

Policy last reviewed	21.6.23
Approved by	School Council: Principal:
Next schedule review date:	2026