

External Provider Policy

PURPOSE

To provide students with the opportunity to participate in programs that are linked to social, cultural and educational outcomes for students.

At Tecoma Primary School external providers are used:

- to reinforce and extend classroom learning
- to provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile pursuits
- to provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

SCOPE

This policy applies to:

- All students, parents, staff, volunteers and external providers working at Tecoma Primary School.

POLICY

External providers allow students to access a wide variety of extra curricula activities through the school environment. Students should be provided with the opportunity to participate in additional activities to support their learning and development.

At all times:

- The provider must liaise with the coordinating teacher, who will liaise with the Principal to set up the program
- All providers and programs must be approved by the Principal
- Any costings MUST be coordinated with the Business Manager, prior to information going out to parents.
- The Principal or their nominee (the staff member coordinating the provider) will advise the external provider that they will need to hold a current Working With Children's Check, have signed Tecoma Primary School's Child Safety Code of Conduct and that they hold public liability insurance.
- Evidence of these 3 documents will be supplied to the office, by the external provider, on arrival at the school, where signing in procedures will take place.
- Consideration must be given for the timetabling and venues of additional activities, including private instrumental lessons and para medical professional therapy sessions, in conjunction with the principal and teachers.
- Students may be offered access to programs if relevant to their age/ interests / referrals.

REVIEW CYCLE

This policy was last updated on **17th August, 2021**, and is scheduled for review in **August, 2024**.