EXTERNAL PROVIDERS POLICY

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage external providers to Parkwood Green Primary School.

SCOPE

This policy applies to any external providers who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

DEFINITIONS

Child-related work: As defined by the *Working with Children Act 2005* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

POLICY IMPLEMENTATION

Parkwood Green Primary School strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Parkwood Green Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all external providers to familiarise themselves with our school's *Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct*.

Sign in procedure

All visitors to Parkwood Green Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the school system.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's badge at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds eg: Child Safety Code of Conduct, Bullying and Harassment Policy, Workplace Bullying Policy, Child Safe Standards Policy, Statement of Values
- Return to the office upon departure and sign out

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Parkwood Green Primary School will ensure that our school's Child Safety Code of Conduct and Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Parkwood Green Primary School may invite providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Parkwood Green Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - elected government
  - the rule of law
  - equal rights for all before the law
  - freedom of religion
  - speech and association
  - the values of openness and tolerance
- respect the range of views held by students and their families.
- Ensure that students are supervised or in the line of sight of school staff whilst participating in programs.

FURTHER INFORMATION AND RESOURCES

Related School Policies

Volunteers Policy
Visitors Policy
Child Safe Policy
Child Safety Reporting and Responding Policy
Bullying and Harassment Policy

EVALUATION

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework, annually as part of School Council responsibilities, and/or in response to any incident in regard to the school's duty of care, and/or if circumstances and regulations change.