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# LALOR SECONDARY COLLEGE EXTERNAL PROVIDER POLICY 2021-2023

## **AIM**

To ensure that the behaviour and actions of all external providers meet  
are consistent with the College's Child Safe Policy and DET  
expectations.

*Ratified by School Council: 16<sup>th</sup> September, 2021*  
*Review date: September 2023*

Lalor Secondary College takes a zero tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015).

## **RATIONALE**

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

The college values and recognises the contributions provided by external providers who support the wellbeing and learning of children and young people.

## **PURPOSE**

This policy documents the guidelines required for the engagement of external providers to ensure that student safety regulations are adhered to for all activities and programs.

## **EXTERNAL PROVIDERS**

External Providers are non-College organisations who attend the school to work with students in groups or individually. These include but are not limited to entertainers, educational experts and guest speakers. The practice of working with external providers reflects the College's commitment to a strong multi-disciplinary approach. The college will from time to time engage external providers to support the educational program of the college. Under Ministerial Order 199, Part 11, Division 2 (Duties 11.2.2) the Principal is responsible for the determination of the curriculum programs of the college. While parent consultation is an obligation, neither parents nor external providers have responsibility for determining curriculum programs or developing educational programs. Program development and implementation are the responsibility of the classroom teacher.

## **POLICY**

Before an external provider is selected to assist with the delivery of a program, a thorough check will be completed by the Lalor Secondary College staff member engaging the service to ensure they are appropriate for the program.

Prior to the commencement of any service the staff member will ensure the following checks have been completed:

- A current public liability insurance certificate (Minimum \$10 million) provided by an APRA approved insurer.
- Discuss with the school who has responsibility for the first aid requirements, emergency communications or any specialist equipment.
- Ensure that all personnel employed by the external provider have valid Working with Children checks.
- Ensure that the external provider is suitably qualified to deliver the information presented as part of the program.

Lalor Secondary College retains the overall responsibility for all programs and any activities involving students and will:

- Not sign a “Waivers of Liability” on behalf of the students.
- Only use accredited camp sites for camps and excursions.
- Ensure that teaching and education support staff have an understanding of the activity and the environment in which it will be conducted.
- Ensure that all DET planning and approval processes have been followed.
- Ensure that all providers work within the guidelines outlined in the LSC Visitors policy.

## **RELATED POLICIES**

- LSC Child Safe Policy
- LSC Visitors Policy
- LSC Camps and Excursions Policy
- Child Safe Standards as outlined in Ministerial Order No. 870 (2015)