



Hawthorn West Primary School

External Providers Policy

Rationale

External Providers are a person(s) or company engaged by HWPS to provide extracurricular activities to the school's students e.g. Music, art, sport. These activities are carried out on the school premises, in the school grounds or in the adjacent premises of Christ Church.

Program Objectives

- To ensure equity between providers
- To ensure that the school is not financially disadvantaged by the expenses relating to the outside providers service
- To ensure all providers sign a License Agreement
- To ensure all providers have adequate Public Liability Insurance
- To ensure the children of HWPS are properly cared for by providers
- To ensure that the fees charged are not onerous on the providers

Implementation:

Public Liability Insurance Certificate

- Ensure current public liability insurance certificate (minimum \$10 million) provided by an APRA approved insurer.

Qualifications

- Ensure external provider staff have correct qualifications and or experience for their specific role.

Working with Children Check

- Ensure that supervision of students is overseen at all times by a staff member that has a completed Working with Children Check (WWCC).

Emergency Procedures

- Discussed with the school who will be responsible for emergency procedures and that these are well understood.

License Agreement:

- Outside Providers will be required to enter into a License Agreement with HWPS each year. The agreement will run from 1st March until the last day in February
- The License Agreement is to be signed before March 1st of each year

Fee Structure:The fee structure:

A. Outside Service Providers using school premises (including church hall) will pay \$110 per term to cover the cost of cleaning, electricity etc.

B. Outside Service Providers not using school premises will pay a \$55 contribution to HWPS per term

The fee will be reviewed annually; the School Principal makes the final decision on the fee.

Collection of fees:

An account will be forwarded at the end of each term.

Code of Conduct:

- Outside Service Providers are to be provided with the HWPS Staff and Student Code of Conduct and follow the principles contained therein

Equipment/ Resources:

Outside Providers must provide their own equipment and resources to operate their programs

Management:

The School Principal with support from office staff manages the Outside Providers Policy. The School Principal ensures that fees are not onerous for providers and that in certain circumstances changes to fees outlined above may occur at his/her discretion.

EVALUATION

- Formal and Informal feedback from Outside Providers
- Ongoing monitoring of Outside Providers
- Fee structure to be reviewed annually

Ratified by School Council 20/06/07