



St Ambrose Parish School

External Education Provider Policy

Source of Obligation

The Education Training and Reform Regulations 2017 (sch 4 cl 12) require that the school must ensure that the care, safety and welfare of all students attending the school is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their obligations under those laws.

What is an External Provider?

An external provider is any organisation that the school has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the school. The delivery of such a course may take place on school premises or elsewhere.

Attending and Travelling to an External Education Provider

Attending an External Education Provider is a Regular Off Campus Excursion. The Excursions Policy – Regular Off Campus Activities must be followed for all students. Refer to Excursions Policy – Regular Off Campus Activities.

Documentation

For each external provider approved by the school, we maintain documentary evidence:

- that the external provider complies with the provisions of the Working With Children Act 2005 (Vic);
- that the external provider is familiar with our Child Protection and Safety Policy and our Child Protection Program;
- of the identity of the student(s) undertaking the course(s);
- of the suitability of the external provider(s) accessed by the school to deliver the course(s), including, where relevant, evidence of certification of the provider(s) by appropriate agencies;
- of the agreement with each external provider including identification of the respective responsibilities of the school and the provider; and
- of the procedures in place to ensure that the requirements are being met and will continue to be met for the course(s) of study delivered by each external provider.

This documentation is retained by our Principal or the Principal's delegate and copies of all documents are stored in a secure location.