



EXTERNAL PROVIDER POLICY

BLACKBURN LAKE PRIMARY SCHOOL

Florence Street Blackburn 3130

RATIONALE

The school is a positive environment in which all teachers assume responsibility for student welfare, endeavouring to provide successful experiences for all students, where students feel and are safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened.

All students have the right to feel and be safe in the framework of programs offered by Blackburn Lake Primary School, including those offered by external providers.

AIMS

Blackburn Lake Primary School aims to create and maintain a learning environment that facilitates development of the whole person and to promote a healthy, supportive and secure environment for all students. The school offers programs, in a variety of contexts, to enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

IMPLEMENTATION

The school may access outside services to provide support for students and staff which may include:

- Therapy services generally delivered to individuals, for example psychologists, speech pathologists, occupational therapists, counsellors, social workers
- Programs generally delivered to groups by teachers, mentors and tutors (instrumental, drama, artists, sports professionals etc.).

Blackburn Lake Primary School will ensure regulations relating to VIT registration, Working With Children Check, appropriate qualifications and supervision will be observed. The School Council must approve all external providers of therapies or programs.

Coordination of the external providers will rest with the Principal / Assistant Principal or delegate.

- All external providers must meet all regulatory requirements, including Child Safety standards, and where applicable have the necessary professional qualifications and registrations.

Therapy Services

The following guidelines need to be followed when implementing external Therapy Services:

- Parents inform the school of their wishes regarding any sessions required by therapy providers by completing the BLPS Therapy Request form needs to be signed and checked by the Principal prior to any therapist visiting BLPS.
- Copies of both Working With Children are mandatory requirements for work with children in schools by any therapy provider.
- Feedback will be provided directly to families by therapy providers.
- All sessions will take place in line of sight of a BLPS staff member.

- All records will be kept off site and stored securely. They will remain confidential.
- All therapy providers will ensure they are up to date with and adhere to Duty of Care and Mandatory Reporting requirements.
- All therapy providers will have met OHS induction requirements of BLPS.
- All therapy providers will have read the Blackburn Lake Primary School's Child Safe Policy
- At no time will sessions or visiting professionals interfere with the effective and smooth running of our school.
- We cannot guarantee that a space will be provided on all occasions.
- Appropriate times for sessions must be negotiated and agreed to with the child's classroom teacher and may not interrupt essential learning.
- All Therapy Requests will be reviewed annually.
- Therapy providers must sign in by using the Compass sign in portal at the front desk.
- It is recommended that where possible, therapy is provided outside of teaching and learning time. In extenuating circumstances, the principal may approve other times depending on the availability of an appropriate learning space.

It is the family's responsibility to alert the therapist of events that will affect their attendance such as illness, school events, curriculum days, excursions, etc.

GENERAL GUIDELINES FOR EXTERNAL PROVIDERS

The following guideline / checklist is to be considered by the school when utilising external providers.

External providers approved / accepted by the School Council will:

- Be appropriately qualified, trained and registered for their specific activity
- Evaluate their programs or presentations
- Be cost effective
- Enhance the role of the teacher, not replace it
- Be consistent with school policies
- Align with current practice, principles and research when appropriate
- Provide a public liability insurance certificate
- Adhere to Child Safety Standards

EVALUATION

This policy will be reviewed within three years.

RATIFIED BY SCHOOL COUNCIL: August, 2019

PRINCIPAL: Loisia Steed SCHOOL COUNCIL PRESIDENT: Dan Watts

Relevant Documents & Links

Links which are connected with this policy are:

- BLPS Child Safe Policy

- BLPS Child Safe Environment Policy
- BLPS Curriculum Policy
- BLPS School Philosophy
- BLPS Duty of Care Policy
- BLPS Mandatory Reporting Policy