



ST JAMES
THE APOSTLE

CATHOLIC PRIMARY SCHOOL

*Learning with strength
and in gentleness*

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Supervision of Students Policy when using External Educational Providers

Rationale

The school has a duty of care to ensure that students are safe within the school environment and that there is appropriate supervision of students at all times.

Aim

To provide adequate and appropriate supervision of students in activities involving external educational providers.

Definition

For the purposes of this policy external providers are persons who deliver educational support or programs to students and who are not employed by the school. These may include guest speakers, teachers or non-teachers who are employed by organisations that provide an educational service to the school eg. Life Education, Catholic Education Melbourne.

Also included are providers who offer educational support or programs to students at off site venues such as school camp, swimming, excursion venues, etc.

Implementation

Indoor and outdoor activities on school site and off site

- Teachers have the responsibility to supervise students in their home group or allocated group at all times while they are in charge of that group.
- When persons other than employed teaching staff are working with students, the home group teacher is ultimately responsible for the supervision of students.
- When an external provider is involved in working with a home group or group of students there should be a teacher present at the activity, for example, swimming, camp activities, guest speaker on site.

Requirements regarding external providers

- External providers are required to observe “sign in / sign out” protocols at the school office and wear a Visitors Identification Card.
- External providers that are involved with students are required to have a Working With Children Check (WWCC), even when a teacher from the school is present at the activity.
- A record of the Activity, Excursion or Camp including the names of external providers, will be completed by the Teacher-in-charge of the activity and given to the Principal for approval prior to the activity.
- Special contact sessions at the school, for example, private music lessons, are only arranged on the basis of parent request. Such providers are required to hold a current WWCC.

This policy is to be implemented in conjunction with related policies. All supervising staff, including part time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to supervision of students and to Child Safety Standards.

Our Commitment to a Child Safe School Environment

We seek to provide a learning community where students can learn and grow within a supportive, safe and nurturing environment.

Authorised by: Mary Abbott (Principal)

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