



CHILD SAFETY WITH EXTERNAL PROVIDERS POLICY

Section – Safety

Policy No – SAF014

Purpose

Chaffey Secondary College is committed to providing a safe and supportive environment for all students. The college has zero tolerance for child abuse. Chaffey Secondary College is committed to ensuring people engaged in child-connected work perform appropriately in relation to child safety. Chaffey Secondary College has a duty of care to all students accessing an external provider.

External Providers:

The school may access outside organisations/services to provide support for students and staff which may include psychologists, guest speakers, counsellors, teachers, mentors, tutors, social workers. External providers may work with small groups, individuals and larger groups.

Policy

In accordance with any applicable legal requirement or school policy, Chaffey Secondary College will make all reasonable efforts to gather, verify and record information about a person whom the college proposes to engage in child-related work.

The college will comply with all regulations relating to VIT registration, appropriate qualifications and supervision. All individuals engaged in child-related work must have a current Working With Children Check.

Principals implement practices using the Departments Human Resources Guide to ensure that they are satisfied an external applicant meets the *Child Safe Standards* prior to applicant's employment.

http://www.education.vic.gov.au/hrweb/Documents/Schools_recruitment.pdf

All individuals working with Chaffey Secondary College students must be informed about the college's child safety practices. On-site, this will require all visitors to sign-in using the Compass kiosk and acknowledging our Child Safety policy. Visitors must read and accept to successfully sign-in and remain onsite.

Chaffey Secondary College must ensure that appropriate supervision or support arrangements are in place in relation to induction and the continued suitability of the individual to engage in child-related work with our student.

Visitors, including external providers are allowed to be on-site with the approval of the principal. The principal must be satisfied the provider engaged in child-connected work performs appropriately in relation to child safety. Students may attend programmes offered by external providers only with the expressed written consent of their parents/carers. All external providers must meet all regulatory requirements.

Policy and procedures in relation to working with external providers may be governed by a Memorandum of Understanding in the event that student access is in an ongoing context. This would include, for example brokerage arrangements for the delivery of services and programs for individuals or groups of students. External providers must be appropriately qualified or trained for their specific activity/program.

Evaluation

This Policy will be reviewed in line with DET Guidelines and VRQA school registration requirements.

Date Implemented	November 2021
Author	Graeme Forrester Principal
Approved By	School Council November 2021
Responsible for Review	Principal
Review Date	November 2025
Review Cycle	
References	

APPENDIX 1 CHILD SAFE ENVIRONMENT – CONTACT WITH PREVIOUS EMPLOYER

(Child Safe Standard 4)

Successful candidate: _____

Previous employer*: _____

*cannot be this school

Questions to be asked:

1. Have you directly observed **[applicant's name]** work with children?

Answer: _____

2. During the period that **[applicant's name]** worked in your organisation, did you have any concerns about his/her behaviour or conduct when working with a child or children? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?

Answer: _____

3. Do you have any concerns about **[applicant's name]** working directly with children?

Answer: _____

4. Has any disciplinary action been taken against the applicant in relation to inappropriate or unprofessional conduct towards a child?

Answer: _____

5. Were there instances where you had concerns that **[applicant's name]** did not always behave with integrity in their employment, such as not dealing with others in an ethical manner, not declaring or managing a conflict of interest appropriately or not dealing with sensitive or confidential information in an appropriate way? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?

Answer: _____

Chairperson: _____ Date: _____