

## Information for external providers offering activities to Catholic Education of Western Australia schools

**Catholic Education Western Australia (CEWA) schools are seeking to engage with external providers who can offer safe, high quality and meaningful activities for the Year 9 Career Taster Program (CTP).**

CEWA through the Year 9 Career Taster Program (CTP) and industry consultation aims to provide Year 9 students with hands-on work related opportunities to become 'career curious'.

CEWA governs 158 Catholic schools. These schools place emphasis on the potential of every student. In preparing for emerging challenges facing young people in an ever-changing world, Catholic schools and colleges offer diverse academic programs and learning pathways.

Industry involvement is vital to ensuring the CTP remains contemporary and relevant to Year 9 students by highlighting workplace requirements and being supportive of the broader workforce development initiatives.

CEWA aims to connect with a variety of industry providers to build a skilled and productive workforce and collaborate with industry and sector leaders to ensure teaching pathways keep pace with the ever-evolving business and economic landscape.

By doing this Catholic schools encourage students to attend workplace activities whereby:

- » students participate in an excursion: leave the school premises and travel to attend an external provider's site, with or without an overnight stay;
- » attend an incursion: engage with external provider personnel on school premises in person or online; and
- » utilise teaching and learning materials produced by an external provider.

### Mandated policy requirements

CEWA promotes *The Vision for Learning and Strategic Directions 2019-2023*, as a pedagogical resource principals and staff which supports the transformation journey of young people. It ensures that along with strong academic skills, children and young adults will be able to collaborate, innovate, create, appreciate and think critically within Catholic world view to be a positive influence on a rapidly changing and increasingly secular world.

CEWA staff and students must follow the CEWA policies and Executive Directives when planning CTP activities. These are available publicly through **CEWA's Policy Hub**.

## Duty of care

CEWA principals will discharge their legal duty of care to their students by carrying out due diligence on any provider offering activities. Each principal will ask each provider to complete forms that allow the principal to do so.

Although it is expected that external providers will offer duty of care responsibilities, it will not be the responsibility of the external providers to solely care for the students.

## Insurances

External providers must provide evidence of public liability insurance and may also be required to provide evidence of professional liability insurance.

CEWA holds its own public liability insurance, which covers its staff and agents on all school events, including excursions.

Catholic Church Insurance covers all students for accidental bodily injury resulting solely, directly and independently of any other cause subject to standard terms and exclusions specified in the policy wording. The insurance policy covers students at all Primary and Secondary schools under the auspices of Catholic Education WA Ltd.

Please note, this insurance does not cover medical expenses for which a Medicare benefit is payable.

## Supervision

The principal is responsible for providing supervision and maintaining the safety and wellbeing of students. The risk assessment process informs the staff to student ratio.

The number of staff and adults required depends on the activity and school's consideration of their duty of care obligations. Prior to the activity, the responsibilities of students and supervision strategies and risk management processes will be determined.

Although it is expected external providers will offer duty of care responsibilities it will not be the responsibility of external providers to solely care for the students.

## Child safety

In accordance with Child Safe Catholic schools, the Child Safe Framework highlights creating engaging, safe and supportive learning environments. Adults who undertake child-related work are required to have a current Working with Children (WWC) Check. This includes:

- » excursions: those who coordinate activities for children, engage in child-related work or participate in an excursion with an overnight stay; and
- » incursions: those who deliver activities or content, or mentor students, in person or online more than once.

Adults, whose usual work duties do not involve contact with a child, and who are participating in a one-off guest speaking activity may be exempt from having a WWC Check.

External providers who plan to offer training, work and career pathways excursion and/or incursion activities for schools should nominate members within the organisation to lead these educational activities. These staff members should apply for a WWC Check under Category 4.

Other staff of the external provider who are not involved in the educational activities and who may have incidental contact with students for the purposes of this program would not be considered to be in child-related work and will not require a WWC Check.

The WWC Screening Unit, under the Department of Communities, has responsibility for WWC Checks in Western Australia. Refer to [workingwithchildren.wa.gov.au](http://workingwithchildren.wa.gov.au) for information.

As per **CEWA's Executive Directive Student Safety, Wellbeing and Behaviour Policy**, visitors to a school site must record their details with reception upon arrival and departure and either produce their WWC Check card or, if applicable, complete and sign the Confidential Declaration statement. Staff at reception will assist with this process.

## Activity safety

The external provider will need to assess and manage activities in accordance with the requirements of the *Work Health & Safety Act 2020 (WA)*.

Students must not be exposed to activities where the environment or conditions present an unacceptable health and safety risk given the student's age, level of competence or maturity.

Proposed activities and content that the student may experience will need to be organised with the school coordinator beforehand.

For excursions, a site-specific induction, appropriate instruction, and any necessary personal protective equipment will need to be discussed with the school coordinator to ensure safety.

Any health and safety incidents require the school and external provider to complete their own incident management processes. Further information may be requested by the school, CEWA or insurers as required.

## Talent release

Students own the copyright to their schoolwork. Permission to use student work as well as to photograph, record or video activities involving students and/or staff must be obtained prior to the activity.

Schools can review this request during the risk assessment and request parent or guardian consent for approved activities. The external provider's talent release form with specific details of the format, purpose, activities, duration and privacy considerations is required.

## COVID-19 safety

CEWA principals and staff are following current public health advice to reduce the transmission of COVID-19 in schools. The current advice is outlined in the **CEWA's COVID-19 conditions of entry requirements** and health and safety measures in schools.

Information on vaccination requirements for external providers, referred to as ancillary workers, is also available.

External providers and staff associated with excursions are not required to be vaccinated unless required by the industry or venue.

## Checklist: information to be provided by the external provider

To assist principals and staff in completing the risk assessment process, external providers are required to provide information to the coordinator at the school for the students participating in the activity.

This will allow time for the principals and staff to collaborate with the external provider to prepare the itinerary, staffing availability and transport arrangements and determine whether parent or guardian consent is required.

The following will need to be planned and provided to the school coordinator so they are able to get parental/carer consent if required.

### Information to be provided for all activities

Business name and street address of the external provider

Name, title and contact details of the activity manager of the external provider

Details of the activities and/or content that will be provided to students as well as incidental activities and/or content that the students/school communities may experience

## Additional information required for incursions

Name, title and contact details of the venue manager of the external provider

The external provider's emergency response plan including all first aid locations, communication processes, safety requirements and emergency evacuation plans

Venue accessibility information

COVID-19 conditions of entry requirements for students and school staff

Details of all personnel participating in an excursion with an overnight stay, including evidence of the WWC Checks

## For further information

As CEWA schools all operate independently, schools are best placed to answer enquiries that relate to their involvement in Year 9 CTP activities.

Additional support for the Year 9 CTP is offered to CEWA principals and staff.

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