

Information for external providers offering activities to public schools

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)**.

External providers include businesses, industry, community organisations and training providers. Western Australian public schools make local decisions regarding the programs they offer and the partnerships they develop to best meet the specific needs of their students and their community. This flexibility enables schools to engage with a variety of providers to embed real life, career and work examples in teaching and learning activities across all learning areas.

These activities include situations where 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

Schools must comply with relevant legislation and Department of Education ('The Department') policies and procedures when planning Career Taster Programs.

The Department's policies, procedures and guidelines are available publicly through **the Department's Policy Library** and are linked throughout this document.

Duty of care

The Duty of Care for Public School Students Policy promotes positive and inclusive school communities where all members feel safe and are safe. This applies to businesses, service providers and individuals engaged by the school to provide a venue or a service.

There are supporting procedures for managing specific risks such as **excursion activities** and **recreation and outdoor education activities**.

As public schools all operate independently, this policy requires that schools individually complete a risk assessment for activities with an external provider.

External providers are required to provide information to schools to enable the risk assessment process. A checklist is provided below to assist in meeting these requirements.

Depending on the activity, further information may be requested by schools. This is often when the external provider is supplying travel; and there are agricultural, outdoor recreational or water-based activities; or there is an overnight stay.

Insurances

External providers must provide evidence of public liability insurance of at least \$20 million and may also be required to provide evidence of professional liability insurance of \$5 million.

The Department of Education holds its own public liability insurance which covers its staff and agents on all school events including excursions.

The Department does not provide personal accident insurance to students while on school premises, including for incursions, or when leaving school premises for day excursions.

The Department provides personal accident insurance for students and approved volunteers on intrastate excursions that involve an overnight stay. This includes travel directly between school or home for that excursion.

Interstate and international excursions are not currently supported by the Department.

Insurance is provided by the Government Insurance Division and the Certificate of Currency can be provided by the school when the activity is approved.

Waivers, indemnities, disclaimers or other documents which absolve an external provider from liability for their own negligent acts or omissions cannot be applied.

Supervision

School staff are 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 the school's consideration of their duty of care obligations. Prior to the activity, the responsibilities of students and supervisors, supervision strategies and risk management processes will be determined.

External providers of approved activities can refuse requests to personally care for students.

Child safety

In accordance with the **Working with Children Checks in Department of Education Sites Procedures**, 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.

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 for information.

As per the **Visitors and Intruders on Public School Premises 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 Form (Appendix C in the policy).

The Confidential Declaration form is for individuals who are not Department employees, and are not involved in child-related work, but who do require access to a school. Verification of the information provided may be conducted by the Department of Education's Screening Unit. A separate Confidential Declaration form is required for each school visited.

Visitors to school sites must maintain an apolitical stance and not express political views or ideologies.

Activity safety

The external provider will need to assess and manage activities in accordance with the requirements of the **Occupational Safety and Health Act 1984**.

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.

Details of the proposed activities and content that the student may connect with through the experience will need to be provided to the school.

For excursions, a site-specific induction, appropriate instruction and any necessary personal protective equipment will need to be provided to students and staff to ensure their safety.

Any health and safety incidents, including near misses that occur during an activity, require the school and external provider to complete their own incident management processes. Further information may be requested by the school, Department or insurers as required.

Commercial activities, sponsorship, donations, gifts and procurement

The ***School Education Act 1999*** restricts the promotion of commercial goods, products and services through the curriculum and on school premises.

Sponsorship is an arrangement providing for a distinct two-way return of benefits. Under the School Education Regulations 2000 sponsorship arrangements over the value of \$500 must comply with the ***Incoming Sponsorship to Public Schools Policy***.

Sponsorship of a public school must be consistent with the generally accepted values, purposes and goals of public school education. Sponsorship must not generate pressure on students, parents or schools to purchase particular goods or services, subscribe to particular beliefs or attitudes, or pursue particular courses of action.

Schools must follow the **Sponsorship Agreement** process and complete a separate risk assessment and management report which is to be endorsed by the Principal and School Board before proceeding to agreement. The sponsorship must not commence until the agreement has been signed by both parties.

Donations and gifts are a gratuitous transfer of money, goods or services to a school that places no obligation on the school to provide anything in return to the donor.

The Department, schools and staff are required to comply with the **Acceptance and Provision of Gifts Procedures**. It depends on the role of the employee, but gifts with a market value over \$100 (incl GST) must be reported, declared and registered as a gift. Approval to accept the gift may also be required.

In addition, the Department and individual schools must follow the **Western Australian Procurement Rules** for the purchase of goods, services and community services.

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

The Department of Education is following current public health advice to reduce the transmission of COVID-19 in schools. The current advice is outlined in the **Department'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 schools in completing the risk assessment process, external providers are required to provide information to each public school participating in the activity.

The time required for a school to complete the risk assessment depends on the complexity of the itinerary, any sponsorship arrangements, staffing availability, whether transport arrangements are to be made and whether parent or guardian consent is required.

Further information may be requested by a school. Activities cannot be confirmed until the risk assessment process is completed and approved by the school. External providers will be notified of the outcome.

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

Public liability and, if required, professional indemnity insurance Certificate of Currency

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

Details of all personnel that will supervising, coordinating or delivering activities and/or content for students in person or online, including evidence of WWC Checks

Talent release forms detailing format, purpose, activities, duration and privacy considerations

Additional information required for incursions

External provider compliance with COVID-19 conditions of entry requirements

Additional information required for excursions

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

Business name, contact phone and street address details of the nearest hospital, medical centre and police station

The external providers 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 travel or accommodation if supplied by the external provider

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

For further information

As public schools all operate independently, schools are best placed to answer enquiries that relate to their involvement in Year 9 Career Taster Program activities.

Additional support for the Year 9 Career Taster Program is offered to public schools. Please contact **SecondaryDHS.Enquiries@education.wa.edu.au** or phone 08 9264 5195 for assistance.