

Duty of Care Policy

(Students studying with external providers)

Rationale:

Hallam Senior College has established partnerships with external providers to enhance curriculum delivery and the learning opportunities available to students. While these arrangements may mean that students undertake instruction at venues external to the school, Hallam Senior College remains responsible for meeting the duty of care responsibilities relating to all enrolled students. It is important to note that this responsibility also applies to students who may attend an external provider on a full time basis as may occur with the delivery of certain Victorian Certificate of Applied Learning programs.

Aims:

Hallam Senior College aims to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable when undertaking curriculum delivered by external providers.

Implementation:

The school will:

- Abide by the duty of care provisions as articulated in the relevant VET purchasing contracts or agreements with external providers.
- Appoint an officer responsible for monitoring the attendance, engagement and wellbeing of students attending training provided by external providers.
- Seek written acknowledgement from the student and the student's parents that they have been informed by the school that the principal and school council will not be supervising students whilst they are undertaking education and training at the premises of an external provider, or travelling to such providers.
- Inform parents that a written agreement exists between the school and the external provider for the provision of the education and training that staff have appropriate qualifications and criminal records checks and students have access to adequate physical facilities and learning resources.
- Monitor the attendance, engagement and wellbeing of students attending a provider outside the school for an extended period of time and ensure student participation in the delivery of the Managed Individual Pathway program and other pathways and career planning.

Date of Review	30 July 2018
Review Team	J. Tickner, D. Caughey, J. Lyall
Date of Next Review	July 2020
Links / Resources	Purchasing Guidelines for Victorian Government schools for the delivery of Vocational Training and Education in Schools (VETiS) 2014 https://www.education.vic.gov.au/school/teachers/management/finance/pages/purchasing.aspx School Policy and Advisory Guide – Duty of Care