



## Guidelines for use of external agencies in ACT public Schools

The principal must ensure the following conditions have been met when an agency/external organisation is invited to present at a school, and that the checklist is completed.

### Prior to visit

1. The agency/organisation must have the required level of insurance (Item 5.1.4 *Visitors in Schools Framework*).
2. The principal is responsible for ensuring the event complies with the requirements of related and relevant policies, in particular the Department's *Excursions* policy.
3. The event must be part of a clear curriculum program that has been planned, sequenced and linked to system and school curriculum documentation.
4. The principal is convinced of the quality and relevance of the event.
5. The resources used in the event must be reviewed to ensure they are suitable for the class or year level. Activities and resources must be developmentally appropriate for the intended target group.
6. Before the invitation is given, the principal or teacher-in-charge must meet with event presenters to review the proposed event to ensure appropriateness of content and alignment with curriculum goals of the unit.
7. The principal will decide when it is necessary for parents/caregivers to be informed in writing of the details of the event and if their written permission needs to be obtained for their child/ young person to participate before the event occurs. In accord with the *Excursions* policy, the principal is responsible for ensuring that alternative activities are available for students not participating in the event.
8. The principal must ensure nomination and code of conduct forms contained in the *Visitors in Schools Framework* have been completed and signed by presenters.

### During the event

9. The principal must ensure at least one teacher from the school is present while a speaker from the agency is with a student or students from the school. The teacher remains responsible for the students during the event and must be ready to intervene and challenge incorrect or inappropriate content or stop the presentation if necessary. The external agency must be made aware school personnel carry this duty of care throughout the event delivery.

### Following the event

10. If an event has been challenged or stopped by the teacher, the principal must ensure there is follow up with both students and parents regarding this matter.
11. Principals must ensure evaluation procedures are explicit and involve student responses.



## Guidelines for the use of external agencies in ACT public schools

### Checklist for principals

School \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Telephone \_\_\_\_\_

Contact Fax \_\_\_\_\_

Date of visit/event \_\_\_\_\_

The principal must ensure this form is completed for all events involving an external agency/organisation, and stored in the school's official file on external agencies, in accordance with Record Management Guidelines.

- Evidence of supplier's public liability insurance provided
- In accord with the *Excursions* policy, an alternative program has been arranged for students who do not have parental permission to participate
- The event is part of a clear curriculum program which has been planned, sequenced and linked to system and school curriculum documentation
- The resources to be used in the event have been reviewed to ensure they are developmentally appropriate for the class or year level
- The principal or teacher-in-charge has met with event presenter/s to review the proposed event to ensure appropriateness of content and alignment with curriculum goals of the unit
- Parent information/consent forms (where relevant) have been collected
- The *Visitors in Schools Framework* nomination and code of conduct forms have been completed and signed by presenters
- At least one teacher will be present during the entire visit/event. The teacher is aware of their responsibility for students, including the requirement for possible intervention during the event, challenging incorrect or inappropriate material or stopping the event
- The external agency is aware that school personnel have this duty of care throughout the event delivery
- Explicit evaluation, including student responses, has been gathered.

Teacher name \_\_\_\_\_

Signature \_\_\_\_\_

Principal signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_