



APPENDIX D EXTERNAL PROVIDER CHECKLISTS

DEPARTMENT TEACHER-IN-CHARGE EXTERNAL PROVIDER CHECKLIST

The Department teacher-in-charge must confirm the following evidence is attached:

- Proof of external provider's level of experience. This can be verified with copies of logbooks or a statement from the approved manager testifying to the competencies of its employees and/or copies of current qualifications.
- Copy of the commercial operator's permit (if applicable).
- Copies of any additional permits required by statutory authorities and land owners (if applicable).
- Copies of a *Working with Children Check* for any employee who will engage with students. Volunteers assisting an external provider who are exempt from having a *Working with Children Check* are requested to complete *Appendix C: Confidential Declaration Form* in the *Visitors and Intruders on Public Schools Premises Policy*.
- Copies of current public liability insurance (\$20 million cover minimum).
- Copies of professional indemnity insurance (\$5 million cover minimum).
- Copies of emergency evacuation plans for any areas being used in this activity.
- Signed terms and conditions by external provider at the bottom of the External provider checklist.

If Auto Belay devices are included in activities for students:

- Copies of a Certificate of Inspection for all Auto Belay Devices (must be current within 12 months for internal use and 6 months for external use).
- Statement confirming the level of training external provider staff possess in order to ensure safe operation and effective rescues.

The Department teacher-in-charge to attach and provide a copy to external provider:

- Clear documentation for members of the supervisory team of each person's respective roles and responsibilities and have provided a copy to/discussed with external provider staff to ensure roles are clearly understood.

EXTERNAL PROVIDER CHECKLIST

The Department of Education requires the following information from external providers prior to engaging their services.

Please attach evidence of the following:

- Proof of external provider's level of experience. This can be verified with copies of logbooks or a statement from the approved manager testifying to the competencies of its employees and/or copies of current qualifications.
- Copy of the commercial operator's permit (if applicable).
- Copies of any additional permits required by statutory authorities and land owners (if applicable).
- Copies of a *Working with Children Check* for any employee who will engage with the students. Volunteers assisting an external provider who are exempt from having a *Working with Children Check* are requested to complete *Appendix C: Confidential Declaration Form* in the *Visitors and Intruders on Public Schools Premises Policy*.
- Copies of current public liability insurance (\$20 million cover minimum).
- Copies of professional indemnity insurance (\$5 million cover minimum).
- Copies of emergency evacuation plans for the areas being used in this activity.

If Auto Belay devices are included in activities for students:

- Copies of a Certificate of Inspection for all Auto Belay Devices (must be current within 12 months for internal use and 6 months for external use).
- Statement confirming the level of training external provider staff have to ensure safe operation and effect rescue.

Terms and conditions:

I understand that the consumption of illicit drugs, alcohol and/or medication that may impair judgement during any school activity or excursion by any participant is not allowed.

I understand that Department staff cannot sign indemnities, disclaimers, waivers or other documents which absolve the external provider from liability for their own negligent acts or omissions.

Please print full name

Signature

Date: _____ / _____ / _____