



UTSIDE TUTOR POLICY

St Agnes' Primary School



Created: September 2015
Next Review: October 2018

RATIONALE:

From time to time St Agnes' Primary School needs to engage the services of outside tutors such as for band instruction or specialised sports programs. In Accordance with the Work, Health and Safety Act of 2011 & Work, Health and Safety Regulations 2011, we believe that all services to St Agnes' Primary School must be carried out within the guidelines of current Child Protection Legislation.

AIM:

To provide the students of St Agnes' with further opportunities to enrich and enhance their knowledge, understanding, skills, values and attitudes within the Key Learning Areas of the Australian Curriculum of NSW.

DEFINITION

OUTSIDE TUTORS

An outside tutor is any person, other than a teaching staff member of the school, whom the school has approved to deliver courses of study derived from the Board of Studies Syllabuses.

The appointment of outside tutors in this school involves the following steps:

1. Examination of the applicants' qualifications and experience as well as their knowledge of the relevant Board of Studies.
2. Contact with the applicants' referees.
3. Completion of the process outlined in the CSO Lismore Child Protection Guidelines.
4. Comply with Child Protection Act 2012.

The school acknowledges its responsibility to ensure overall responsibility for the safety and welfare of students undertaking study with an outside tutor and all school policies in this area continue to apply.

Please read carefully before you commence any school activity.

Following the commencement of the Ombudsman Amendment (Child Protection and Community Services) Act 1998 employers in Catholic Schools (and other Government and non-Government designated agencies) are required to investigate and notify to the NSW Ombudsman allegations of reportable conduct involving their employees and persons deemed to be engaged by the school.

This means that when the principal or Catholic Education Office receives information about alleged reportable conduct involving an employee or a person deemed to be engaged by the school, they must manage the allegation according to an established protocol and forward a report on the investigation to the Ombudsman's Office.

It is very important that all employees and persons deemed to be engaged by the school are aware of what conduct/behaviour constitutes reportable conduct under the NSW Child Protection Legislation.

Type of reportable conduct

Examples of conduct/behaviour which may constitute reportable conduct:

- Sexual Offences -**
- Acts of indecency (contrary to community standards)
 - Indecent assault (assault with sexual connotations)
 - Sexual intercourse and sexual assault
 - Exposing oneself
 - Possession of child pornography
- Sexual Misconduct -**
- Inappropriate conversations of a sexual nature
 - Unwarranted and inappropriate touching
 - Sexual exhibitionism
 - Personal correspondence of a sexual nature
- Grooming behaviour -** Special relationships; testing boundaries – usually a pattern of behaviour – with or without a child’s consent.
- Physical Assault -**
- An application of force or an act that causes a child to think that immediate force will be used.
 - The act is either hostile or reckless
 - No physical harm/injury is required
 - Intention of employee is not relevant
- Neglect -** Neglect is usually a failure to take action to provide basic physical and emotional necessities of life to a child e.g. failure to provide medical attention.
- Ill-Treatment -** Ill-Treatment is where the employee exceeds what is reasonable or appropriate for the situation. Focus is on the alleged conduct not whether harm is caused to the child e.g. locking a child in a cupboard.
- Psychological Harm -** Any behaviour that causes psychological harm to a child, whether or not in any case with the consent of the child.
- Psychological harm allegations must contain three elements:
1. alleged inappropriate conduct of an employee
 2. alleged harm caused to a targeted child or group of children
 3. a causal link between the conduct and the harm e.g. degrading, isolating, intimidating, exploitation, humiliating.
- Misconduct that may involve Reportable Conduct**

Where behaviour suggests that there:

May be a pattern of behaviour, or May indicate misconduct which poses a risk to children e.g. breach of boundaries such as taking children home in employee's car or giving gifts to children.

You are advised that it is never appropriate to engage in any of the above behaviours/conduct when dealing with students.

Refer to: <http://intranet.lism.catholic.edu.au/pages/school-resources-services/child-safety-and-support.php>

For further information please contact Neil Graham at the Catholic Schools Office, Lismore on (02) 6622 0422.

IMPLEMENTATION:

For each outside tutor approved by the school to conduct individual courses of study with students, the school must maintain documentation that records:

- evidence that originals of the outside tutors' qualifications and/or evidence of relevant experience and/or expertise have been seen by the principal (or equivalent) or the principal's (or equivalent's) authorised delegate.
- evidence that the school has sought and obtained satisfactory reports from referees concerning the outside tutor's suitability as an outside tutor.
- details of the process undertaken by the school to verify the outside tutor's capacity to teach the course and the outcome of that process.
- evidence of a working with children check clearance as required under the Child Protection (Working with Children) Act 2012 in relation to the outside tutor and the outcome of that process.
- the procedures in place to ensure that curriculum requirements are being met and will continue to be met for the course(s) of study delivered by the outside tutor.

The use of an outside tutor does not abrogate the school's obligation to ensure that all of the registration requirements that are relevant to that mode of delivery are met.

All outside Tutors must present at the school office to sign in and receive visitors badge before commencing lessons. Tutors must also sign out when leaving the school premises.

Process of Securing Coached Sport

FINDING AN ENDORSED COACH: Login into Sporting Schools website using email address and password. Use the coach search function to find a coach. For best results conduct a search on selected sports Relevant to time of year, school and Diocese Sporting calendar and/or Stage preferences.

Note: All coaches need to be sourced through the Sporting Schools search function or Through the National Sporting Organisation (NSO).

CAN'T FIND AN ENDORSED COACH?: Contact the relevant National Sporting Organisation. Discuss alternate delivery options with the NSO, which could include: Teachers Local community coaches Commercial operators.

Note: if any of these options are used the NSO will provide the appropriate training/support during the school term so the coach can become endorsed. Teachers, local coaches or commercial operators are encouraged to register on the Sporting Schools website if they have not already done so.

If none of the above options are available to our school then we may need to choose another sport. If we are having difficulties contacting an NSO, we contact Sporting Schools on [1300 785 707](tel:1300785707).

CONFIRM PROGRAM DETAILS: Once we have found a coach/coaching provider: Confirm all program details (day, time, number of sessions, cost) with the coach/coaching provider

RUN YOUR CHOSEN SPORT PROGRAM: Our programs need to be verified by the following:

Does the program meet the delivery parameters and program requirements? Is their adequate supervision for all sessions?

DO WE HAVE TO USE AN NSO ENDORSED COACH?: Yes, schools must use Only NSO endorsed coaches and or coaching providers are allowed to be employed as a Sports Tutor. All coaches and coaching providers delivering in the Sporting Schools program must be endorsed, meeting the requirements stipulated by the NSO for each nominated sport.

There are a number of benefits to using NSO endorsed coaches and/or coaching providers. This includes:

Consistent products across Australia – and access to products and resources that have been professionally developed for use in school settings, often aligned to the Curriculum. Qualified coaches that meet necessary quality checks – in particular their working with children's check/blue card and insurances. Coaches who receive the same quality training and are aware of how to best use the equipment and games provided to ensure children have a great time.

It also means children can more easily transition into community based sporting opportunities. Price or cost for each program can be negotiated according to needs of the school.

This process can only occur after funding has been secured. Please see attached. This also requires the school to provide a case study and requital after delivery. Some funds may roll over to the following semester if not used.

HOW TO CONNECT WITH A COACH

