



APPENDIX D. EXTERNAL PROVIDER CHECKLISTS

The Department teacher-in-charge (TIC) must submit Part A and B to site manager for planning approval of the recreation and outdoor education activity.

- Part A: to be completed by the TIC
- Part B to completed, signed and returned by the external provider to the TIC.

PART A: DEPARTMENT TEACHER-IN-CHARGE EXTERNAL PROVIDER CHECKLIST

The Department teacher-in-charge must confirm the following evidence is attached school planning approval documents:

- 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).
- Copy 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.
- Copy of current public liability insurance (\$20 million cover minimum).
- Copy of professional indemnity insurance (\$5 million cover minimum).
- Copy of the external provider's risk management plan.
- Copy of the external provider's emergency response plan.
- Copy of the external provider's planning documents for each specific recreation or outdoor education activity that will be conducted.
- Copy 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 is required to send to the external provider:

- Part B for completion and return to the TIC; and
- A summary of each supervisory team member's skills, qualifications, roles, responsibilities and experience for their planning purposes.

PART B: EXTERNAL PROVIDER CHECKLIST

The Department of Education requires the following information from external providers prior to engaging their services. The external provider must complete and return.

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*.
- Copy of current public liability insurance (\$20 million cover minimum).
- Copy of professional indemnity insurance (\$5 million cover minimum).
- Copy of the external provider's risk management plan.
- Copy of the external provider's emergency response plan.
- Copy of the external provider's planning documents for each specific recreation or outdoor education activity that will be conducted.
- Copy 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 or alcohol is prohibited and consuming medications that may impair judgement during any school activity or excursion 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.

External provider: Company name

Please print full name

Signature

Date: ____ / ____ / ____