

Outside Tutor/External Provider Policy



DEFINITION OF AN OUTSIDE TUTOR

A person other than a teaching staff member of the Farmhouse Montessori School, whom the Farmhouse Montessori School has approved to deliver a specified course that is part of the curriculum as described by Parts 1, 3, 7 and 8 of the Education Act to students enrolled in the School.

The delivery of such a course will take place on Farmhouse Montessori School premises the outside tutor will deliver the course to students during school hours.

RATIONALE:

At times it is essential that Farmhouse Montessori School appoints a person or persons with specific skills to teach a significant component of a required Board of Studies course. Therefore it is necessary to ensure that all aspects of the appointments comply with current legislation.

IMPLEMENTATION PROCEDURES

The appointment of outside tutors at Farmhouse Montessori School involves the following guidelines listed below:

The Farmhouse Montessori School will record the following processes to ensure that all reasonable steps to ensure that each tutor has the capacity to teach the course; ensuring that by engaging the services of an outside tutor, the school remains in compliance with the *Child Protection (Working with Children) Act 2012* in relation to each person in child-related work as defined by the *Child Protection (Working with Children) Act 2012*; and the Farmhouse Montessori School fulfils its responsibilities to the student and to ensure that all of the registration requirements that are relevant to that mode of delivery by the outside tutor are met:

Identification & Records required

1. Identification of the intended course of study this can be done with a letter of contract.
2. Certificate of currency is required by Farmhouse Montessori School by the organisation or Outside Tutor before they commence this is to be updated annually to the school office. This can be emailed to pa@farmhousemontessori.nsw.edu.au

Verification of Documents & Reference Check Paperwork

The head of School will organise the verification of the outside tutors capacity to teach a course by:

1. Obtaining certified documentation of qualifications and/or evidence of relevant experience and/or expertise. A copy of the outside tutor CV and certificates to be emailed to the school.
2. Keeping a record of referee checks including the date, name of the referee, their relationship to the outside tutor, the outcome. Head of School to do and to keep a record in school files.

3. Assessing the capacity of the outside tutor by analysing the Scope and Sequence, Assessment Outline and Teaching Program for the intended course of study. Unless this has been supplied by the school.
4. Verifying a current working with children check clearance has been obtained under the *Child Protection (Working with Children) Act 2012* in relation to the outside tutor and that this has been logged on the main school working with children check register. The clearance is to be printed out and placed into file. This will be done by the School PA.
5. Entering into a Memorandum of Understanding that identifies the respective responsibilities of the Farmhouse Montessori School and the tutor, which will including the 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. This will be organised by the Head of School and the organisation that the Outside tutor is employed through in their letter of offer/employment.

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.

Responsibility for the safety and welfare of students

The Farmhouse Montessori School acknowledge its responsibility to ensure overall responsibility for the safety and welfare of students undertaking courses with an outside tutor and all Farmhouse Montessori School polices in this area continue to apply. This means that a Farmhouse Staff member will be within the same classroom at all times as the outside tutor.

Issues to do with Outside Tutors:

In the event of any complaints or concerns being raised by the student, their parent, or Farmhouse Staff member or by the outside tutor the Head of School will investigate these issues with the appropriate person/s. Findings related to the issues are to be provided to all parties where appropriate. This may include contacting the outdoor tutor, the class teacher, their supervisor or other people as required. At all times “procedural fairness” is to be followed as set out in the Farmhouse Montessori School’s Behaviour Guidance Policy and in the Farmhouse Montessori School’s Complaints/Grievances policy and procedures.

Source

- Education Act
- Kids Guardian

Policy Review Date
February 2018