



catholic education commission of victoria ltd  
ACN 119 459 853

*GUIDELINES ON THE*

# ***Engagement of Contractors***

*IN CATHOLIC SCHOOLS*





































## PART 5:

# Engaging Contractors as Part of an Off-campus Activity

## 31. Application process

Schools are encouraged to follow the relevant processes set out in Part 1, 2 or 3 of these Guidelines for Contractors. Below is specific information for engaging a contractor as part of an off-campus activity.

The Child Safety Standards apply to contractors who are engaged by the school on off-campus activities in areas that are provided by the school for the child's use, including school camps, sporting events, excursions, competitions and other events.

The school will therefore be required to ensure that any contractor with whom a child comes into contact at any of these events complies with the Child Safety Standards.

Children will also come into incidental contact with people who are not contractors while on offsite excursions etc. It is important that schools put in place risk-minimisation strategies to protect children while they are offsite.

## 32. Child safety planning for excursion/activity

The teacher/s allocated to arrange the excursion should develop and provide to the school a very detailed plan of the proposed off-campus activity. This plan should include (at a minimum) the following information:

- location/s to be visited by students
- time at which students will arrive at each location and the duration of their time at each location
- mode of transport that will be utilised, the name of the company operating that transport and the time students will be using transportation
- names of all staff members who will be accompanying the children during the off-campus activity.

Further, the plan should, in accordance with the Child Safety Standards, provide in respect of contractors who have been expressly engaged by the school, a description of the job's requirements, duties and responsibilities regarding child safety and the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.

Schools should complete the relevant diocesan excursion/off-site planner or checklist and consider the risks for child safety and the Child Safety Standards requirements regarding engagement of contractors. These documents are available on the [CEVN](#) website.

## 33. Contact providers

Prior to the engagement of the contractor associated with the offsite excursion, the school should contact each company/organisation engaged by the school during the off-campus activity and request relevant information required to be obtained under the Child Safe Standards. Attachment 9 is a template letter for this purpose.

Provision of the school's child-safe policy and code of conduct complies with the Child Safe Standards in informing potential contractors about the school's child-safe practices and emphasising that the school is committed to child safety.<sup>11</sup>



[Attachment 8](#) Template Letter to Contractors/Service Providers

## 34. Referee checks

The school can request references from the contractors in respect to the personnel the children will have contact with, and contact the referees themselves. Alternatively, and more practically, the school can request referees for the contracting company generally and then contact those referees.

<sup>11</sup>Child Safe Standard 4 requires that: 'All applicants for jobs that involve child-connected work for the school must be informed about the school's child safety practices (including the code of conduct)'.

## PART 6:

# Existing Contractors

The processes outlined in the Guidelines for Contractors are primarily designed for the engagement of new contractors.

Many schools will have existing contractors. In order to comply with the Child Safe Standards and ensure child safety, it is recommended that the principal:

- ensure there is a contract which includes a description of services (see [Attachment 2](#))
- request that the contractor complete the contractor application form for school records (see [Attachment 3](#))
- ensure the contractor has a WWCC
- ensure the contractor has passed a Police Check (if relevant)
- provide the contractor with a copy of the school's child-safety policy, code of conduct and the CECV Commitment Statement to Child Safety
- meet with the contractor for a general discussion about child safety and outline the school's expectations
- explain who the contractor should report child safety concerns to
- provide the contractor with refresher information relevant to child safety each year.

## PART 7:

# Further Information

## Contact

Industrial Relations Unit  
Catholic Education Commission  
of Victoria (CECV) Ltd  
228 Victoria Parade  
East Melbourne VIC 3002  
Phone: (03) 9267 0228  
[www.cecv.catholic.edu.au](http://www.cecv.catholic.edu.au)

Catholic Education Office Ballarat  
5 Lyons Street  
Ballarat VIC 3350  
[www.ceoballarat.catholic.edu.au](http://www.ceoballarat.catholic.edu.au)

Catholic Education Melbourne  
228 Victoria Parade  
East Melbourne VIC 3002  
[www.cem.edu.au](http://www.cem.edu.au)

Catholic Education Office Sale  
6 Witton Street  
Warragul VIC 3820  
[www.ceosale.catholic.edu.au](http://www.ceosale.catholic.edu.au)

Catholic Education Office Sandhurst  
120 Hargreaves Street  
Bendigo VIC 3552  
[www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au)

Victorian Registration and Qualifications Authority  
Level 4, Casselden  
2 Lonsdale Street  
Melbourne VIC 3000  
[www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

## CECV resources

[CECV Commitment Statement to Child Safety](#) [CECV Guidelines on the Employment of Staff in Catholic Schools](#)  
[CECV Guidelines on the Engagement of Volunteers in Catholic Schools](#)  
[Engaging External Labour Providers and Casuals – A Guide for Schools](#)

## Legal resources

[Ministerial Order No. 870 – Child Safe Standards – Managing the risk of child abuse in schools](#)  
[The Code of Canon Law](#)  
[Age Discrimination Act 2004 \(Cth\)](#)  
[Australian Human Rights Commission Act 1986 \(Cth\)](#)  
[Child Safety and Wellbeing Act 2005 \(Vic.\) Disability Discrimination Act 1992 \(Cth\)](#)  
[Equal Opportunity Act 2010 \(Vic.\)](#)  
[Equal Opportunity for Women in the Workplace Act 1999 \(Cth\)](#)  
[Fair Work Act 2009 \(Cth\)](#)  
[Privacy Act 1988 \(Cth\)](#)  
[Racial Discrimination Act 1975 \(Cth\)](#)  
[Sex Discrimination Act 1984 \(Cth\)](#)

## External resources

[Department of Education and Training](#)  
[Victorian Department of Human Services Commission for Young People and Children](#) [Work Safe Victoria](#)

# Attachments

[Attachment 1](#): Checklist for the Engagement of Contractors Engaged in Child-Connected Work in Catholic Schools

[Attachment 2](#): Example Description of Services for Contractors

[Attachment 3](#): Template Contractor Application Form

[Attachment 4](#): Template Contractor Assessment Sheet

[Attachment 5](#): Template Referee Report for Contractors

[Attachment 6](#): Template Contractor OHS Induction Checklist

[Attachment 7](#): Template Child Safety Risk Assessment for Contractors

[Attachment 8](#): Template Letter to Contractors/Service Providers