

Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Procurement Policy

Date of last review:

Review cycle:

Review and approval responsibility:

Category:

VRQA required:

Locations:

2025

3 yearly

Executive

Business

Yes

O: Drive, LowtherLink, Website,
BoardPro



1. DEFINITIONS

Child/Student

A person under the age of 18 who is enrolled at Lowther Hall Anglican Grammar School, including boarders and day students.

Third Party

Any external individual, contractor, organisation or business that provides goods or services to the school, including boarding service providers.

Procurement

The process of acquiring goods or services from external providers.

Child Safety

Measures taken to protect children from abuse, neglect, exploitation, and harm, in accordance with the Victorian Child Safe Standards.

2. CONTEXT AND LEGISLATIVE FRAMEWORK

Lowther Hall Anglican Grammar School is committed to providing a child-safe environment. As part of this commitment, all procurement activities must consider the safety of children and students, ensuring that third-party providers uphold the same high standards of child safety as the School itself. Specifically, the School seeks to comply with:

- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards 2021.
- Ministerial Order 1359 July 2022 (Vic) – Managing the Risk of Child Abuse in Schools.
- Betrayal of Trust Report 2014 (Vic)
- National Principles for Child Safe Organisation, Australian Human Rights Commission, 2018 and adopted by the Council of Australian Governments in February 2019.
- Victorian Child Safe Standards, July 2022.

3. PURPOSE

This policy sets out the expectations and requirements for procuring goods and services from third-party providers to ensure that such engagements align with the School's commitment to child safety, the Victorian Child Safe Standards, and applicable legislation.

4. SCOPE

This policy applies to all procurement activities involving third-party providers that:

- Deliver services directly to students (e.g. coaches, tutors, transport providers);
- Operate on School premises or in environments where children are present;
- Provide boarding services or support boarding operations.

5. RESPONSIBILITIES UNDER THIS POLICY

School Council: Approve the Policy

Principal: Overall accountability for ensuring compliance with this policy.

Director of Business: Operational responsibility for procurement processes and oversight of third-party compliance.

Staff Members: Must follow the procedures outlined in this policy when engaging or managing third-party services.

Third-Party Providers: Are responsible for demonstrating compliance with child safety expectations.

6. POLICY STATEMENTS

- All third-party providers must be assessed for child safety compliance prior to engagement.
- Contracts and agreements must include specific child safety clauses aligned with the School's Child Safety Policy and the Victorian Child Safe Standards.
- Where third parties have direct contact with students, evidence of Working with Children Checks (WWCC) and relevant child safety training must be provided.
- The School reserves the right to terminate agreements with third parties who fail to uphold child safety standards.
- Ongoing monitoring and periodic reviews of third-party compliance must be undertaken.
- All third parties will be managed using the process set out in Appendix A.

6. PRIVACY AND INFORMATION-SHARING

6.1 Student Information

Third party providers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the Schools' Privacy Policy.

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Third party providers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the School such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: Child Safe Standards and Mandatory Reporting of Child Abuse Policy.

7. RELATED POLICIES

- Codes of Conduct
- Complaints Policies
- Privacy Policy
- Record Management Policy

THIRD-PARTY CHILD SAFETY COMPLIANCE ASSESSMENT PROCESS

Step 1: Identification

- Determine if the third party will have direct or indirect contact with students or access to school facilities during school activities.
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Step 2: Initial Screening

- Collect documentation: WWCC, Police Checks, references, and child safety training evidence.
 - Review any past complaints or known issues involving the provider.
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Step 3: Risk Assessment

- Conduct a child safety risk assessment based on the nature, duration, and context of engagement.
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Step 4: Contractual Obligations

- Ensure all service agreements include:
 - A clause requiring compliance with the School's Child Safety Policy
 - Mandatory reporting expectations
 - Termination provisions for breaches of child safety
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Step 5: Induction and Training

- Provide third parties with the School's Code of Conduct and Child Safety Policy.
 - Require acknowledgment and agreement to comply.
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Step 6: Ongoing Monitoring

- Regularly review third-party performance and compliance, particularly where student engagement is ongoing.
 - Address concerns through appropriate reporting and management channels.
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Step 7: Review

- Conduct an annual review of procurement practices and third-party compliance records.
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