



External Service Provider Site Agreement

Port Noarlunga Primary School values collaborative partnerships with external service providers to support student learning, wellbeing and inclusion. This agreement outlines the conditions for onsite service delivery to ensure student safety, privacy, and minimal disruption to the learning environment. It aligns with Department for Education policy and aims to facilitate clear processes, respectful communication and effective coordination between the school and external agencies.

Approval and Documentation

To ensure safe and compliant service delivery, all external providers must be formally approved prior to commencing onsite. Approval is granted once the following documentation has been submitted and verified:

- Working With Children Check (or Teacher Registration)
- RRHAN-EC and Child Safe Environments certification
- Evidence of professional qualifications and/or registration
- Signed parental request and information-sharing consent forms for each student

The school may review documentation periodically to maintain compliance with departmental requirements.

Booking and Access Arrangements

External providers are welcomed onsite by appointment and during scheduled service times. Sessions are booked via the PNPS External Provider Calendar to support coordinated access and minimise disruption to school operations. There are two booking windows each year: Semester 1 and Semester 2.

Approved service times are:

• 9:00am – 9:50am	• 12:00pm – 12:50pm
• 9:50am – 10:40am	• 1:30pm – 2:20pm
• 11:10am – 12:00pm	• 2:20pm – 3:10pm

Providers are asked to arrive and depart according to their allocated booking and make efficient use of the time and space allocated. Where timetable or room changes are required, the school will advise in advance wherever possible.

If a session needs to be cancelled or changed, providers are requested to notify the school as early as possible. Regular attendance supports continuity for students and assists with planning.

Facilities, Resources and Technology

The school will allocate a suitable space for service delivery based on room availability and operational needs. Providers are expected to maintain the space in a clean and orderly condition at the conclusion of each session. The school is unable to provide access to Wi-Fi, school devices, printing or photocopying. Providers are therefore asked to bring any materials or connectivity required for their sessions.

Professional Conduct and Communication

External providers are expected to uphold professional standards, follow school procedures and support the smooth functioning of the school environment.

Communication with staff regarding students should occur by prior arrangement and outside teaching time, unless urgent circumstances arise.

On arrival, providers must sign in via the front office, collect visitor identification and follow direction from school staff as required.

Entry to classrooms or learning spaces requires prior approval from school leadership, and should only occur where it forms part of an agreed support plan.

Student Interaction and Confidentiality

External providers may only work with students for whom written parental consent has been received and school approval granted.

Sessions must occur only during the agreed times and in the designated space.

All information relating to students must be managed confidentially and in accordance with relevant privacy legislation, professional standards and Department for Education policy.

Review of Access

The school reserves the right to review, adjust or withdraw onsite access where necessary to protect student wellbeing, maintain safe operations or ensure alignment with departmental expectations. Where concerns arise, the school will seek to resolve matters collaboratively wherever possible.

Service Provider Name: _____

Signature: _____

Date: _____

Sighted at Port Noarlunga Primary School:

Signature: _____