

TSB TOPEC - SCHOOL / PROVIDER CONTRACT

This is an agreement between:

School

and

Provider

For provision of the following services:

The provider will take all practicable steps to ensure the health and safety of the school students and staff attending this event (Health and Safety in Employment Act 1992, Section 1.1, 1.2.1, and 1.2.2).

Please tick all information you have attached

Provider responsibilities – provide the school with the following:

- How the expected learning outcomes of the activity/ies will be met.
- A summary of experienced staff to student ratios required for each activity (that meet relevant best practice requirements).
- Student supervision policies that the school must comply with.
- Safety management plans and policies, for example RAMS and SAP for each activity.
- Staff profiles that include relevant qualifications/experience (see over).
- Details of facilities and equipment to be provided.
- A written quote for the equipment and services to be provided.
- A learning environment that is safe for the students and meets the stated educational outcomes.
- A list of equipment and clothing required by students for the activities.
- The preparation required by students to participate safely in the activities.

School responsibilities – provide the provider with the following:

- The intended learning outcomes that are based on the achievement objectives in the relevant curriculum areas.
- Opportunity to be involved in planning, implementation and evaluation stages of event.
- Name and contact numbers of the liaison person for this event.
- Adequate staff and supervisors to meet best practice requirements (see over).
- Details of facilities and equipment supplied by the school (if applicable).
- Health and behavioural profiles of the students involved in the event.
- Copy of student contract.
- Adequately prepared and equipped students (gear checked).
- Appropriate support for students with special needs.

Between contractor
and the school

Contract start date Time

Contract finish date Time

Contractor's role: Services to be provided

The Contractor will provide the services set out in this schedule. The Contractor will provide those services to accepted best practice standards and as specified in the attached Code of Professional Practice (Appendix IV).

The Contractor will meet the requirements of the Health and Safety in Employment Act, 1992; be enthusiastic and promote the school when dealing with the public and the providers of service to the school.

Daily starting and finishing times are: start finish

A lunch break of 30 minutes will be provided each day

This event requires student supervision and lunch to occur concurrently.

Payment

The school will pay the Contractor for hours at the rate of \$ incl GST per hour.

OR

The school will pay the Contractor the sum of \$ incl GST, upon receipt of an invoice.

Declaration

I declare that I or my staff do not have any convictions relating to dangerous driving, violent or sexual offending, and I agree to police vetting if required.

Signed by Date

Name