

Engaging external road safety provider checklist



Purpose

- Use this checklist when deciding to use an external road safety provider. It can assist to determine if the provider supports your school's road safety education program.
- It can be kept as a record for future decisions.

What are external providers?

For the purposes of this document the term 'external provider' refers to any person, organisation or group offering their programs, presentations and/or resources to support road safety education.

School's Responsibility

It is the responsibility of school staff to ensure road safety is taught as part of the PDHPE key learning area within each stage of learning and Stage 6 Life Ready course.

Teachers have the expertise in teaching and learning, knowledge of their students' needs, abilities and the ways they learn. They are accountable for education programs in their school.

While collaboration with external agencies can be beneficial to schools, this relationship should not result in external personnel being the sole source of curriculum delivery in any key learning area.

Program being reviewed

Program title	<input type="text"/>
Organisation	<input type="text"/>
<input type="checkbox"/> Target group or <input type="checkbox"/> Whole school	
Target audience	<input type="checkbox"/> K-6 <input type="checkbox"/> 7-10 <input type="checkbox"/> Life Ready <input type="checkbox"/> Students with disability
Focus Area e.g. passenger	<input type="text"/>
Program cost (to the school or students)	<input type="text"/>
Time commitment	<input type="text"/>

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Linked to school planning

Factors to consider:

Yes / No

1	The program is aligned with the PDHPE syllabus or Life Ready course.	<input type="checkbox"/>	<input type="checkbox"/>
2	The program supports the needs of the students.	<input type="checkbox"/>	<input type="checkbox"/>
3	It supports a culture of safe road use in the school community.	<input type="checkbox"/>	<input type="checkbox"/>
4	The program aligns with <u>best practice road safety education</u> .	<input type="checkbox"/>	<input type="checkbox"/>
5	The program offers students an experience that cannot be met by the school	<input type="checkbox"/>	<input type="checkbox"/>
6	There are no other department programs that would meet the same need.	<input type="checkbox"/>	<input type="checkbox"/>
7	The provider uses a strengthbased approach.	<input type="checkbox"/>	<input type="checkbox"/>
8	Implementation of the program aligns with school organisation (e.g. timetabling, space, supervision etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Evidence base

Factors to consider:

Yes / No

9	<p>Evaluations and evidence for the effectiveness of the program are available.</p> <ul style="list-style-type: none"> - consider what outcomes were measured during the evaluation and whether the program outcomes are relevant to the outcomes your school is seeking - you may also wish to check program recommendations/references. 	<input type="checkbox"/>	<input type="checkbox"/>
10	There is a clear and rigorous process for evaluating the outcomes of this program in your school (including student, staff and parent feedback).	<input type="checkbox"/>	<input type="checkbox"/>
11	<p>The program collects and stores identifiable data (names, details, notes) of students and/or staff</p> <p>If so, ethical data usage and storage must be considered. Advice can be sought from Legal Services [staff-only] if required.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Implementation

Factors to consider:

Yes / No

12	Activities are contextualised and able to be modified to meet diverse student backgrounds and learning needs (further consultation may be required with local AECG).	<input type="checkbox"/>	<input type="checkbox"/>
13	The program provides parents and carers with sufficient information to make an informed decision regarding their child's participation.	<input type="checkbox"/>	<input type="checkbox"/>
14	Pre and post teaching and learning support is provided to schools as part of the program.	<input type="checkbox"/>	<input type="checkbox"/>
15	The cost of the program is sustainable within the school budget.	<input type="checkbox"/>	<input type="checkbox"/>
16	The program represents good value for money.	<input type="checkbox"/>	<input type="checkbox"/>

Community and staff

Factors to consider:

Yes / No

17	The program builds capacity in staff members' skills and knowledge.	<input type="checkbox"/>	<input type="checkbox"/>
18	Training is required of staff before implementation.	<input type="checkbox"/>	<input type="checkbox"/>
19	Executive team and staff support the need for this program.	<input type="checkbox"/>	<input type="checkbox"/>
20	The program provides links between the school and other appropriate community agencies.	<input type="checkbox"/>	<input type="checkbox"/>

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Compliance – essential requirements

Yes / No

21	The program is delivered by staff holding a current working with children check (Working with Children Check Procedure (PDF)).	<input type="checkbox"/>	<input type="checkbox"/>
22	The organisation has: <ul style="list-style-type: none">• Public Liability insurance (level required \$20M).• Professional indemnity insurance (coverage of at least \$2M).• Workers compensation – if a sole trader alternative is personal accident and injury insurance.	<input type="checkbox"/>	<input type="checkbox"/>
23	Evidence has been obtained that staff delivering the service hold qualifications relevant to the program.	<input type="checkbox"/>	<input type="checkbox"/>
24	A risk management plan is developed if required.	<input type="checkbox"/>	<input type="checkbox"/>
25	The proposed program/service/presentation/resources have been reviewed and considered in line with departmental policies and procedures (e.g. Controversial Issues in Schools policy).	<input type="checkbox"/>	<input type="checkbox"/>

Making a decision

- On completion of the checklist, the principal and/or their delegate will have sound evidence to support their decision to proceed with the delivery of the road safety education program by the external provider.
- If the principal decides to engage the provider, this decision tool – checklist should be attached to the risk management proforma if required and stored as part of the school's documentation for implementing the program.
- If the school decides to go ahead, teachers need to ensure they share any sensitive issues the program needs to be aware.

For assistance please contact your local [Road Safety Education Officer](#).

Completed by

Position

Date

Additional comments