**** Checklist When Using External Service Providers

**Working with Children and/or Young People on Site**

*An External Service Provider (ESP) is an external organisation which is engaged to provide a service to a corps or centre program. Examples of ESPs: sport/activity coach or instructor.* (Abbreviations: TSA = The Salvation Army, ESP = External service provider, C4K = Caring for Kids*.*)

*NOTE: Please use in conjunction with OHS Policy 014 – Contractor Management.*

|  |  |
| --- | --- |
| **ACTIVITY DETAILS:** |  |
| **Name of activity:** |  |
| **Name of ESP & contact person:** |  |
| **Location of activity:** |  |
| **Duration of involvement by ESP:** | **Commencement date:** |
| **Completion date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **ELEMENTS** | **DETAILS** | | ***✓*** |
| Safe people | Are all TSA workers – paid and unpaid – screened according to Safe Salvos requirements (including valid Working With Children Checks where applicable)? | |  |
| Are all ESP workers screened according to their organisational procedures (including valid Working With Children Checks where applicable)? | |  |
| Duty of care | Have TSA workers been trained in duty of care through Safe Salvos (C4K) workshops in their responsibilities when working with children, youth and other vulnerable persons? | |  |
| First Aid | Has a trained First Aider been appointed for this activity? | |  |
| Supervision | Are there sufficient supervision ratios provided by TSA given the age of the participants; the skills required for the activity; any equipment that will be used for the activity; and the venue? | |  |
| Responsibility | Are both ESP and TSA workers clear about their respective roles? E.g. Instructor role vs supervisory role? | |  |
| Have TSA workers been reminded that they must remain with the ESP activity and cannot delegate their responsibility to the ESP? | |  |
| Insurance | Has the ESP its own public liability and has a copy of this been retained by the corps or centre? | |  |
| Incidents & accidents | Have both ESP and TSA workers been informed of the procedures to follow should there be an incident or accident? | |  |
| Complaints | Have participants (including both ESP and TSA workers) been informed of who to talk to should they have a complaint against the ESP or another TSA worker? | |  |
| Risk assessment | Has a risk assessment been completed for the ESP activity and approved by the corps officer or centre manager? | |  |
| Referrals | Does the activity coordinator have a list of current relevant community referrals should these be required e.g. local health worker; community legal service; local youth services and so on. | |  |
| NOTE ANY GAPS IN THIS CHECKLIST: | | NOTE THE ACTION TO BE TAKEN FOR EACH IDENTIFIED GAP WITH DUE DATE FOR COMPLETION : | |
| Corps officer or centre manager approval for the activity:  Sign | | | |
| Date approved: | | | |