

Engaging external wellbeing providers & programs decision tool – checklist

Tailoring health and wellbeing approaches at your school



Purpose

- The **Engaging external wellbeing providers & programs decision tool – checklist** may be useful for principals and/or their delegate to complete, and keep as a record, when determining whether to use an external provider or program to support students' wellbeing
- The checklist supports staff when considering what programs are best for the students and school, while maintaining the values of NSW public schools.

The department recognises the key role of schools in supporting children and young people's wellbeing, and acknowledges the potential value of partnerships with non-departmental organisations in supporting students' wellbeing.

This links to two outcomes in the NSW Department of Education's [Strategic Plan](#):

- **Wellbeing**
Every student is known, valued and cared for in our schools
- **Equity**
Our education system reduces the impact of disadvantage

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 students' wellbeing.

This definition excludes [externally funded health, disability and wellbeing service providers](#) supporting individual students, including other government departments or [volunteers](#) (staff-only) as approved by the principal.

Program being reviewed

Program title	Life Choices Program, Make Bullying History & Is This For Real Year 7 Digital
Organisation	Life Choices Program
<input checked="" type="checkbox"/> Target group or <input checked="" type="checkbox"/> Whole school	
School Success Model	<input checked="" type="checkbox"/> Universal <input checked="" type="checkbox"/> Guided <input checked="" type="checkbox"/> Strategic
Focus Area e.g. Resilience	Welfare and Wellbeing
Program cost (to the school or students)	TBC
Time commitment	60 minutes

Checklist

Linked to school planning

Factors to consider:

Yes / No

1	The program is aligned with the department's Strategic Plan and meets identified needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	The program supports the school's Strategic Improvement Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	The program aligns with The Wellbeing Framework for Schools (PDF)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	The program complements other wellbeing goals and aligns to curriculum outcomes within the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	The program offers students an experience that cannot be met by the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	There are no other department programs that would meet the same need	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	The student body has expressed an interest in this program	<input checked="" 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	Evaluations and evidence for the effectiveness of the program are available (e.g. organisation website, independent research, population sample, the program is included in the Be You Programs Directory etc) *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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
11	The program collects and stores identifiable data (names, details, notes) of students and/or staff *If so, ethical data usage and storage must be considered. Advice can be sought from Legal Services [staff-only] if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Checklist

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 checked="" type="checkbox"/>	<input type="checkbox"/>
13	The program provides parents with sufficient information to make an informed decision regarding their child's participation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Ongoing support is provided to schools as part of the program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	The cost of the program is sustainable within the school budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	The program represents good value for money	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
18	Training is required of staff before implementation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Executive team and staff support the need for this program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	The program provides links between the school and other appropriate community agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Checklist

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
23	Evidence has been obtained that staff delivering the service hold qualifications relevant to the program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	A risk management plan is developed if required	<input checked="" 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 checked="" 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 wellbeing 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.

Completed by

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Position

Operations Manager

Date

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Additional comments