Contractor Policy

Contractor Responsibilities

On occasion it may be necessary for the Mount Sinai College to engage outside, independent contractors to perform specific tasks. These Contractors are not employees of Mount Sinai College. Contractors may include, for example, maintenance and building personnel, consultants, Peripatetic Music tutors, tutors, sports coaches and Mount Sinai College cleaners. The only inclusion mandated by the regulatory requirements relates to the prohibition of hate speech, all other inclusions are at the discretion of Mount Sinai College.

Categories of Contractors

Mount Sinai College has identified three categories of Contractors, based on the level and frequency of their interaction with students. Contractors' responsibilities and obligations under the Child Safe Program may depend on their category. These categories are:

- Direct Contact Contractors
- Regular Contractors
- Casual Contractors

Refer to Child Safe Program Definitions for an explanation of each of these categories. Where the term "Contractor" is used in our Child Safe Program, the relevant responsibility or obligation applies to "Direct Contact Contractors", "Regular Contractors" and "Casual Contractors". Other responsibilities or obligations specify the category of Contractor to whom that responsibility or obligation applies.

Responsibilities and Obligations of Contractors

All Contractors engaged by the Mount Sinai College are responsible for contributing to the safety and protection of students in the Mount Sinai College environment.
It is Mount Sinai College's policy that, irrespective of the degree of contact with students, or the frequency or length of engagement, all Contractors must:

- adhere to the Mount Sinai College's Child Safe Policy on the College website (www.mountsinai.nsw.edu.au) and the Child Safe Standards (https://ocg.nsw.gov.au/)
- hold a current WWCC clearance if required to do so by law or by Mount Sinai College policy (refer to Working with Children Checks for an explanation of which Contractors are required by law or Mount Sinai College policy to hold a WWCC clearance)
- report child safety concerns to external agencies where required by law.

- Treat colleagues, employees of Mount Sinai College, contractors, students and parents with respect. Contractors must not engage in rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, hate speech and physical abuse or intimidation towards other employees, contractors, students and parents.

  Contractors must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

It is Mount Sinai College's policy that, in addition to the above, Direct Contact Contractors must:

- complete Child Safe training prior to commencing work at the Mount Sinai College
- be aware and observant of key indicators of abuse or other harm
- raise any child safety concerns they may have with the Principal.

Mount Sinai College may include these requirements in the written agreement between it and the Contractor.

Where a Contractor is engaged at short notice, making it impractical to undertake normal screening and/or briefing sessions/procedures, the Mount Sinai College will take reasonable steps to ensure the safety of students at Mount Sinai College while the work is being completed.

Contractors can direct questions about child safety at Mount Sinai College to the Principal.

Name of Policy	**Contractor Policy**
Owner	**Principal**
Date	3-4-25
Changes	1-5-25
	10-6-26
Date for Review	10-6-27