

## Procurement Policy

<b>Purpose:</b>	To comply with the school's reporting obligations under child protection law and criminal law and to fulfil its duty of care, and to comply with Ministerial Order 1359. To ensure that contractors and volunteers understand their Child Safety obligations.
<b>Scope:</b>	All school staff, contractors and volunteers
<b>Implemented by:</b>	School Principal (Child Safety Officer)
<b>Approved by:</b>	CIC Board
<b>Reviewed:</b>	Every two years, after an incident, as regulatory changes arise or improvements are identified through internal review.
<b>Communicated via:</b>	CIC Website, Staff Induction Process, Code of Conduct.

### Procurement principles

All school procurement activity must be carried out in accordance with the key principles of:

- value for money
- probity and Child Safety
- accountability
- capability.

#### Value for money

Value for money is defined as the making of procurement-related decisions based on a range of financial and non-financial factors to ensure that the goods and/or services procured achieve the optimal outcomes by balancing cost, quality and the ability to meet the required specification/s. Value for money must be a demonstrable consideration in all procurement activities.

#### Probity and Child Safety

Maintaining the public's confidence in the procurement activities of schools is essential. The adherence to high standards of Child Safety, integrity and impartiality are the necessary preconditions to achieve good probity standards. For example, schools must:

- act with integrity through evidence-based decision making
- avoid any activities which impinge, or could reasonably be seen to impinge on impartiality
- conduct procurement activity in the best interests of the school
- conduct procurement activity in line with the CIC Child Safety and Wellbeing Policy and Child Safety Code of Conduct
- conduct procurement without prejudice or unjustified preference

- decline gifts, gratuities or any other benefits which may be seen to influence procurement-related decisions
- conduct procurement activities without favour for suppliers with whom there is a personal or familial relationship.

Where a conflict of interest arises, the person or persons involved must act to undertake all steps necessary to limit risk and correctly manage the conflict of interest in accordance with the CIC Conflict of Interest Policy.

### **Child Safety Contractual Clauses**

The CIC child safety clause is used in all contracts where the contract is to provide Services directly to children (child-connected work), or for activities that will or may involve contact with children that is a usual part of, and more than incidental to, the Services.

Clauses aim to ensure that all personnel who may be working with children comply with the CIC Working With Children Policy, and Child Safety Code of Conduct.

Supplier's obligations under the contract relating to child safety must be replicated in subcontracts and secondary subcontracts.

Clause Examples include a service that may:

- be provided on the school's premises where interacting with children is not part of the contracted work – this may provide Supplier personnel with an incidental opportunity to interact with children; or
- include Supplier personnel attending community events such as Cultural Event Days as a usual part of their employment – this may provide an incidental opportunity to interact with children who also attend these events.
- comply with relevant legislation relating to working or volunteering with children when performing the Services;
- provide an annual statement of compliance with the child safety clause; and
- impose the same child safety obligations on subcontractors.

### **Accountability**

All schools procurement activity must be carried out with the required level of accountability, as determined by the school council. Only appropriately designated persons can procure goods and/or services and this procurement can occur only where the required approvals have been obtained.

### **Capability**

The school board and the principal of the school council must delegate procurement activities to staff with appropriate capability, who must follow this policy. The department will provide support for all school staff who need help in understanding requirements and following the policy and procedures.

## Procurement and Child Safety and Wellbeing

Corner Inlet College is committed to ensuring all staff, contractors and volunteers working with young people are suitable and supported to reflect child safety and wellbeing values in practice. When the school board or school principal procures facilities or services from third parties there is a responsibility to ensure the safety of children and students.

The CIC Code of Conduct for Staff, Contractors and Visitors must be provided to all third parties who provide facilities and services to CIC. A signed copy of this document must be returned to the Principal prior to the commencement of any facility use or services. A hard copy will be stored, as well as a digital copy being securely stored on the student management system, uEducateUs.

All third party contractors and volunteers must be aware of and comply with their legal obligations to report suspected child abuse and provide ongoing appropriate support in the form of direct support and/or a referral to external support services. Fulfilling the roles and responsibilities in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

Third party contractors and volunteers who are engaged in child-connected work must be aware of their responsibilities to children and students, information sharing and reporting obligations and record keeping obligations. Volunteers will be provided with a copy of the Concerns and Complaints Policy.

## Related Policies

- Child Safety & Wellbeing Policy
- Critical Incident Policy
- Concerns & Complaints Policy
- Working with Children Policy
- Privacy Policy
- CIC Child Safety Training Program and Student Empowerment Program.