



### Provision of services to students in school time by private agencies

#### **RATIONALE**

In recent years due to families accessing the National Disabilities Insurance Scheme (NDIS) we have seen an increase in families choosing to access private services. These may include Speech Therapy, Occupational Therapy, Psychology, and Autism Services. Families are requesting that these services be provided during school hours on the school site.

#### **Private Non-DECD Agencies**

- The decision to have private service providers working in our site with a student or students is always made by the Principal, based on the assessment of the child's educational needs, the demands upon the site and the ability of the school to provide appropriate accommodations for the service.
- Any service provided in school time should be directed towards assisting a child to meet the requirement of the Australian Curriculum/Early Years Learning Framework.
- Funding for service providers by outside agencies should not include DECD funds. DECD funds are allocated to support the school to engage the child successfully with the curriculum and meet specific goals.

#### **Duty of Care**

- Duty of care remains with the class teacher; it cannot be delegated to the agency.

#### **Observations of Students**

- Observations of students will only be approved where necessary for part of the assessment processes. **A conversation with Senior Leader Student Services Lianne Garton needs to take place before arrangements are made.** Confidentiality and privacy of all students needs are to be considered.

#### **Application Processes**

##### **Families**

- Consider if they can access this service outside of school hours.
- Complete an "Application for private agencies during school time" form
- Submit the application to the Principal.
- Fill out a "Permission to Exchange of Information" form so that agencies can have conversations with the student's teacher.

- The private provider to meet with Senior Leader Student Services Lianne Garton for requests to be considered and information exchanged.

### **Private Agencies**

Agencies will not be permitted on site until all conditions are met;

- Provide a copy of DCSI Criminal History Clearance
- Provide the school with a copy of the Responding to Abuse and Neglect Training Certificate
- Participating in an induction meeting with Senior Leader Student Services Lianne Garton
- Understand that when requesting information from teachers it is not always possible for teacher to respond to requests for information immediately.

### **Teachers**

- Direct all questions to Senior Leader Student Services Lianne Garton. Lianne will organise a timetable for the different agencies, room number and forms correctly filled out. **Children will not be removed during their literacy block time.**
- Encourage families to use these agencies outside of school hours
- Where information about a student is requested by a service provider, through any means including phone calls, emails, meetings etc ensure a 'Permission for Exchange of Information' form has been signed and completed.
- Any discussions with services providers must only include information about the child, maintain privacy and confidentiality at all times.

Written: Term 4 2015

Endorsed by Governing Council: Term 4 2015

Reviewed: Every second year



## Application for Private Agencies during School time

*This form must be completed when requesting a service to access the school site.*

<p>Student Name:</p>          <p>Class Teacher:</p>	<p>Details of Private Agencies:</p>
<p>Support needed:</p>	<p>Proposed length of time/number of visits</p>
<p>Proposed frequency and duration of visits:</p>	<p>Any other information</p>



## Sharing of Information

The sharing of information between support services and preschool/school staff, and with other agencies involved, enables a more coordinated approach in supporting your child and you. Relevant information will be shared in a way that is secure, accurate and timely. The sharing of information may occur verbally and/or through the exchange of written information eg providing a copy of a report.

I understand that the information including relevant medical information will be shared on a strictly 'need to know basis' with the preschool/school and staff working with my child or me. The sharing of information between Support Services and the preschool/school is necessary for the purpose of providing a coordinated approach in supporting the preschool/school to provide the best education and care for my child or me.

Under the SA Government's Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and Families, your consent for the personal information about your child or yourself will be sought and respected in all situations unless:

- It is unsafe/ impossible to gain consent
- Consent has been refused
- Without information being shared, a child or children will be at increased risk of serious harm

I understand that information will be transferred to the new preschool/school when/if my child or I transfer to another government school/preschool. However, my permission will need to be sought if information is to be shared with other agencies or non-government preschools/schools.

**I give permission for the agencies listed below to release and exchange information.**

Agency	Information Being Sought

**I have read and understood the "record management and sharing information" section.**

Signed \_\_\_\_\_ Date \_\_\_\_\_