



Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

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 *Non DECD Service providers in preschools, schools and educational programs Procedure*.**
- **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

- **As per the *Non DECD Service providers in preschools, schools and educational programs Procedure*.**
- **Our intervention space (which provides adequate line of sight DECD supervision) is in the front administration area. Outside areas are not in line of sight.**

Observations of Students

- **Observations of students will only be approved where necessary for part of the assessment processes. A conversation with Amalija Kadi (Years R-7) and Penny Sweeney (PreSchool) needs to take place before arrangements are made. Confidentiality and privacy of all students needs are to be considered.**

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education and
Child Development

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Application Processes

Families

- Consider if they can access this service outside of school hours.
- Complete an “Parent/guardian request for the provision of services by a non-DECD service provider on preschool or school premises during preschool and school hours”
- Submit the application Amalija Kadi (Years R-7) and/or Penny Sweeney (PreSchool).
- Fill out a “Permission to Exchange of Information’ form so that agencies can have conversations with the student’s teacher.

Private Agencies

Each agency will need to nominate a single contact person and provide the school with the relevant phone number and email address.

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
- Provide details of relevant qualifications
- Provide evidence of lodgement of application for Child Safe Environments compliance
- Provide a copy of the Licence Agreement
- Provide details of frequency of sessions, times and programs
- Participating in an induction meeting with Senior Leader Student Services Lianne Garton
- Understand that when requesting information or a meeting with class teachers agencies will need to email directly to the teacher or set up a meeting time through Amalija Kadi/Penny Sweeney to meet with the teacher.
- Arrange a time with the school/preschool and family prior to service delivery. Meetings are to be made through Amalija Kadi/Penny Sweeney. During this meeting there will be completion of the *Record of decision making process regarding provision of service to children and young people by non-DED service providers in DECD preschools, schools and education programs. (checklist)*
- Understand that students will not be removed between the hours of 9am and 11am (literacy time), during break times and any other times teachers deem important ie book week, swimming, excursions, incursions, sports day, pupil free days and being aware of the impact on each curriculum area.
- Communicate with Amalija/Penny to timetable student weekly intervention. (understanding the limitation of our large number of students who access intervention in a limited space) The School reserves the right to review usage of school premises at any time. Notice will be given.
- For each worker/s per agency the above conditions needs to be met.

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School

- To meet with the families/outside agencies to complete the *Record of decision making process regarding provision of service to children and young people by non-DED service providers in DECD preschools, schools and education programs. (checklist.)* This needs to be completed prior to the child beginning.
- Store the above checklist
- Organise the timetable and inform both the agency and class teacher (currently the school is starting redevelopment work and spaces will be limited)
- Amalija Kadi to timetable agencies for the school and Penny Sweeney to timetable agencies for the PreSchool.

Teachers

- Direct all questions to Amalija Kadi/Penny Sweeney. Amalija/Penny 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. (9am to 11am)
- 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.

This policy has been endorsed by the Governing Council.

This policy will be reviewed and updated as required ie due to new information.

2017

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Application for Private Agencies during School time

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

Student Name: Class Teacher:	Details of Private Agencies:
Support needed:	Proposed length of time/number of visits

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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 _____

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