

School staff must take reasonable steps to ensure students with a diagnosed or imputed disability, as defined by the [Disability Discrimination Act 1992](#), have access to specialised support services that are not provided by the Department. In some circumstances, it may be appropriate for these services to be delivered in school.

Requests (for services in school)

Parents are encouraged to discuss the student's therapy goals with the school to determine the most appropriate arrangement for delivering support.

All requests for access must:

- be directed in writing to the principal.
- include a completed request form from the parent.
- include a completed and signed service schedule from the service provider.

Providers do not have automatic access to the school and students even if they are working with another student or have had previous approval. Requests for therapy services in school will not be accommodated on Mondays or prior to 11.10am on any day.

Consultation

The school will consult with the student's parents to discuss:

- how the therapy service will be delivered to the student.
- if the service is best delivered in the school context.
- availability of workable space and timetabling considerations.
- when all parties will review the access.

The service provider can attend this consultation at their own cost, if needed. A record of the discussion will be saved in the student's file.

Outcomes

The principal will make a decision about the outcome of a request by considering the following factors:

- Wellbeing and educational needs of the student.
- The student's access to education.
- Goals set in the student's documented plan.
- Potential impact on other students and staff, including disruption to learning.
- Timing and duration of the access needed.
- Ability of the student to access the service outside of school hours.
- The provider's use of school facilities and resources.
- Duty of care to all students and staff.

Service requests will not be accepted if:

- they do not support the student's learning needs or improve the student's access to education.
- they have a potentially adverse impact on the school, staff, or other students.
- the student can reasonably access the service outside of school hours.

Service Agreement

Following an approved request to deliver the service in school, prior to commencing, service providers must:

- provide a copy of Working with Children Check.
- provide a copy of Screening Clearance Number or NDIS Worker Screening Check.
- provide a copy of public liability insurance cover of not less than \$20,000,000.
- complete department induction PowerPoint and onsite induction.

Requests to change scheduled sessions may not be accommodated.

Parent Obligations

Parents are responsible for communication with the provider including advising the provider if their child will be absent for the planned session, if there is a school event that would prevent the session from taking place or if there are changes to their child's goals.

Providers Obligations

Providers are required to notify the student's family if there are any changes to the planned service such as a different staff member or change to a scheduled appointment.

Providers will immediately inform the school about anything related to the student's welfare or safety.

Providers will be familiar with the Department's Code of Conduct – inclusive of confidentiality, Child Protection Policy, Visitors and Intruders of Public Premises Policy and Suicidal Behaviour and Non-Suicidal Self-Injury Guidelines.