

## **NDIS Service Providers 2021**

Dear Parents/Carers

A number of our students access NDIS service providers such as speech pathologists, OTs, and Autism SA. We appreciate that it can be difficult to make appointments outside of school hours, or that taking students to appointments during school hours means that students are missing out on school curriculum. We would like to support families when we have requests for services to work with their child/ren at school, however there are a number of processes which **must** be followed for this to occur and it is the **responsibility of the parents and the non-Department for Education (non-DfE) service providers** to ensure all processes are followed prior to the school providing consent for school access.

When parents/carers are considering having a non-DfE service provider access the school site for the purposes of providing direct supports/services to their child/ren, **firstly, parents/carers need to contact the school**. Discussion will then occur with the site leader regarding whether the proposed service or instruction will contribute to the improved access, participation and outcomes as detailed in the child learning plan and whether there is space available that is in line-of-sight by a DfE employee. When the site leader provides consent for services to occur on the school site, they must be provided with the following from the provider **before** a non-DfE service provider begins working with a child, the Department for Education also requires the school to have:

- A **Licence Agreement** and **Service Schedule Part B**, along with:
  - A copy of the Parent/Guardian Request for the Provision of Services by a Non-DfE Service Provider School Premises during School Hours **and** a Consent for Exchange of Information
  - Either a current Teachers Registration Certificate OR a DCSI Child Related Employment Screening Letter and a current Responding to Abuse and Neglect - Education and Care Certificate (RAN –EC).
  - A 'receipt of lodgement' of a Child Safe Environments Compliance Statement with Families SA.
  - A current Child Safe Environment Training certificate, eg from SA Health, Families SA which has been completed within the last 3 years. In addition to be compliant with DfE requirements.
  - Copy of the non-DfE service provider's Public and Products Liability Insurance Policy.
  - Copy of qualifications in professional field of practice. Current registration and / or membership with a relevant professional organisation.
  - Ensure that there is a process for sharing of updated information about the child or young person's disability (for example, new communication strategies being used by a speech pathologist).
  - Details of the proposed service being delivered to the child or young person, including frequency of service, time involved and program being delivered.
- \*Copies of service provider programs, assessments etc.

To assist us, please ensure that the processes are followed.

Kind regards

*Adele White* – Deputy Principal