External Service Providers in Schools

PARENT INFORMATION

Although the NDIS funds a range of specialised supports for school-aged children with disability, the purpose of the scheme is not to duplicate or take over responsibilities of the Education System. Schools will continue to provide reasonable adjustments for students with disabilities to enable them to access the curriculum on the same basis as their peers.

Parents/guardians may seek to engage with external service providers when their child requires additional health, therapy, or well-being support. The services offered by the provider may align with or complement the reasonable adjustments the school provides to facilitate the student's access to education. If the service does not link to the student's learning needs, the service may be better delivered outside of school hours. Entry and access to the school are always at the discretion of the Principal. Acceptance of therapy services and the incorporation of service providers' recommendations in a student's Individualised Plan is at the Principal's discretion.

Parents/guardians can request the delivery of external services on the school site during school hours by following the steps outlined below.

1. Make a request

Make a request using the Request to School for Clinical Access form. All requests must be made by the parent/guardian. External service providers cannot submit the request even if they:

- are registered to provide services through the NDIS or Medicare;
- are working with another student in the school; or
- provide services to another student in another CEWA school.

2. Discuss the request

The school values parents as the first educators of their children and believes in working in partnership to improve student outcomes. The Principal or delegate may contact you to discuss the request to determine if the service is best delivered in the school.

The school will consider:

- your child's educational and wellbeing needs;
- educational goals in your child's individualised plan;
- the school's capacity to provide available space or school resources;
- the timing and duration of the access requested;
- the impact on other students and staff;
- the ability of your child to access the service outside of school hours; and
- it's duty of care to all students and staff.

All decisions regarding parent-initiated requests for external service providers' access to students during school hours are at the discretion of the school. The school may request additional information from the external service provider before making a final decision.

3. Develop a third-party clinical access agreement

Parents, the school, and external service providers need to work in a planned and collaborative manner to contribute to positive educational outcomes for the child.

To ensure all parties have a clear understanding of their roles, the delivery of services in school must be planned and documented. All parties will be required to complete a Third-Party Clinical Access Agreement that outlines:

- who will be providing services;
- what service will be delivered;
- the location and time the provider will provide services to your child;
- when access to your child can be discontinued; and
- how and when relevant confidential information will be shared between the school and the provider.

Before being granted access to work with your child, the service provider will be required to comply with certain legal requirements. Completing the CEWA Child Protection Procedures and Mandatory Reporting Online Training and CEWA Working with Children Check Volunteer Declaration.

4. Review the progress

As parents and schools work in partnership to improve student outcomes, regular communication regarding the services provided by external service providers is important.

The school may ask for updated feedback from you or the service provider to ensure the service continues to enhance the student's educational outcomes.

As the school works in partnership with parents to develop a student's educational goals, the school must be kept informed of any cancellations, changes to services, or if the student cannot attend a planned session.

The Principal or delegate can discontinue access to the service provider if:

- the service no longer supports the student's educational needs;
- the service is impacting other students, staff, or school operations;
- the service is unreliable or breaches the Third-Party Clinical Access Agreement; or
- the provider has displayed inappropriate conduct as per the school's *Code of Conduct.*

The Principal will contact you to discuss concerns before they take this step.