

## **POLICY FOR THE PROVISION OF SERVICE TO STUDENTS IN SCHOOL TIME BY PRIVATE PROVIDERS/AGENCIES**

In recent years we have seen a number of families choosing to access private services for their children including, Speech Therapy, Occupational Therapy, Psychology Services a range of Therapeutic Interventions and Tutoring. As the National Disabilities Insurance Scheme (NDIS) is being rolled out we are seeing an increase in this trend.

We are receiving requests from parents for these services to be provided on the school site during school hours. Department for Education and Child Development (DECD) are in the process of developing a policy around this; but as an interim measure we have developed the following guidelines, which will be reviewed when the DECD policy is released.

Wherever possible all private service provision should be arranged to occur out of school hours under parent supervision.

### **Private NON-DECD service providers within our school:**

Any service provided in school time should be directed towards assisting a child to meet the requirements of the Australian Curriculum and should not disadvantage a child's learning by reducing their access time to areas of the curriculum. The service should not create unreasonable demands on DECD and the site and not compromise the delivery of the curriculum to students with a disability. Blackwood Primary school meets the prescribed 1600 minutes of curriculum instruction per week.

Regardless of parent views, or those of the agency or service, 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.

Funding for service provision by outside providers should not include DECD funds from a child's Disability Level of Support or from another DECD resource such as RAPP, Disabilities Supplementary Funding, Challenging Behaviours or behaviour funds. These funds are allocated to support the school to engage the child successfully with the curriculum, or to meet specific learning and behaviour goals, and should not be diverted from this purpose.

### **During School Hours**

Duty of care must remain with the class teacher and cannot be delegated to a private provider.

Students of compulsory school age must fully participate in the education program provided by the school.

### **Outside of School Hours and Non- Instructional time**

Where the service has not been approved during normal school hours, the option may exist for the service to be conducted onsite outside of school hours or during lunch time. Hiring of facilities by the service provider may be a consideration.

### **Private Tutoring**

Private Tutoring on site during school hours will not be approved.

### **Observations of Students**

Observations of students will only be approved where it is deemed by the Principal to be a necessary part of the assessment process. Due consideration needs to be given to confidentiality and the privacy of all students within the school environment.

### **Assessments**

Any assessments will need to be scheduled outside of school hours to occur in the consulting rooms of service providers. Additionally, the school does not have the facilities to provide space for assessments to be conducted on site.

## **The Application Process**

### **FAMILIES**

- Consider whether it is possible for this service to occur outside of school hours.
- Complete an 'Application for Private Service Provision'
- Submit a written copy of the service provider's program so that it can be assessed as to its effectiveness in meeting the child's needs.
- Submit the application to the Principal.
- If the application is approved, a service agreement will need to be completed
- If you would like the school to meet with or provide information to private service providers you will need to complete and sign a 'Permission for Exchange of Information' form. Please, also ensure that teachers are given adequate time to respond to requests for information by private service providers

PLEASE NOTE: Approval for the provision of private services will be for a maximum of the remainder of the school year. New applications will need to be submitted each year

### **STUDENT REVIEW TEAM** (Includes the Principal)

- Consider the application
- Determine whether it is reasonable for this service to occur at school.
- Determine whether appropriate accommodations can be made in the school
- Principal to make a decision.
- Families informed of the decision.

### **SERVICE PROVIDERS**

No service providers will be permitted on site until all conditions outlined in this document are met. This may take several weeks depending on a number of factors.

- If the application is approved, service providers need to:
- Complete the Service Agreement with a member of the Leadership Team
- Provide the school with a copy of a DCSI Criminal History Clearance
- *(PLEASE NOTE THAT THE DCSI CRIMINAL HISTORY SCREENING IS THE ONLY ACCEPTED SCREENING AND NO SERVICE PROVIDER WILL BE PERMITTED TO WORK WITH STUDENTS UNTIL A COPY OF THIS HAS BEEN PROVIDED TO THE SCHOOL)*
- Provide the school with a copy of the Responding to Abuse and Neglect Training Certificate.
- If not a (Not for Profit Organisation), provide a certificate of currency from an insurer indicating \$10m public liability. Any professional indemnity coverage is to be at the provider's risk
- Participate in an induction process
- Agree to an interim period in the first instance.
- When requesting information from teachers about students for the purposes of assessment or to gather information please consider timelines – it is not always possible for teachers to respond to requests for information immediately.

### **TEACHERS**

- Direct all requests for provision of private services to a member of the Leadership Team.
- Encourage families, as documented in the Parent Handbook, to make any appointments outside of school hours.
- Where information about a student is requested by service providers through any means including phone, email or meeting, ensure a 'Permission for Exchange of Information' form has been completed and signed.
- Discuss all requests for information with a member of the leadership team
- Any discussions with service providers must only include information about the child; consideration needs to be given to the privacy and confidentiality of other students and their information.

### **Grievance**

Parents are advised approvals are limited to students who have complex educational/health needs.

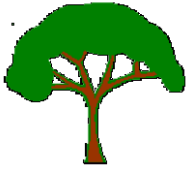
- The Principal will communicate broad reasons for approval or non-approval in writing to the parent. The decision of the Principal is final and there is no appeal process.
- No request can be re-presented until the start of the next school year.

Blackwood Primary School

Revised April 2015

Review when DECD has policy developed

Care Harmony Excellence



Blackwood  
Primary School

# BLACKWOOD PRIMARY SCHOOL

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## APPLICATION FOR PRIVATE SERVICE PROVISION DURING SCHOOL TIME

Section A of this application is to be completed by the parent/carer requesting a service provider working with their child during school hours. This must be completed and presented to the Principal for consideration. Please note that the maximum time service provision will be approved is until the end of the school year. Applications will need to be re-submitted each year.

### SECTION A (To be completed by parent/carer):

Student Name: \_\_\_\_\_

Reason for Request:

Evidence to Support Request (Reports may be attached):

Details why this request cannot be met outside school hours:

Details of proposed Service Provider:

Proposed length of time/number of visits: \_\_\_\_\_

Proposed frequency and duration of visits: \_\_\_\_\_

Any Other Relevant Information:

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