



Visiting Therapists and External Service Providers Policy

George Bass School is committed to providing innovative, quality learning programs that cater for individual student needs by maintaining strong links with families and external service providers to ensure a collaborative sharing of information and strategies that provide support, partnerships and best outcomes for each individual student.

Considerations for approval for therapists/service providers at George Bass School

We have a legal responsibility to ensure that there is compliance with legislative requirements and DoE policy.

Context of the site/class

- Individual needs of the student and alignment with PLP goals
- Impact on the student and on other students in the class
- Risk Management and other Work, Health and Safety considerations
- Supervision of students and service providers
- Time
- Resources e.g. suitable space, human resources

Child Protection legislation:

- Working with children checks
- Supervision
- Reporting any concerns

Supervision and duty of care requirements:

- Responsibility for insurance and liability

Confidentiality and Privacy concerns:

- Requirement to adhere to NSW Public Schools Code of Conduct expectations and policy guidelines

Work Health and Safety:

- Induction
- Emergency procedures
- Safe work practices

Communication and Collaboration:

- Availability of Teacher
- What will be communicated and when will it occur
- Ensuring that we can collaborate to meet the expectations of all stakeholders



George Bass School

Visiting Therapists and External Service Provider Protocols

Requests

- All requests need to be made by parents on the External Service Provider Request forms and can be sent in via their child's communication book or via email to georgebass-s.school@det.nsw.edu.au

The completed request form must provide the following information:

- Student details
- Contact details of the organisation the therapist is representing, their position and manager's name.
- The type of request being made – e.g. observation, assessment, meeting, therapy
- Expected outcomes of request and types of activities to be undertaken that are in line with student's current PLP Goals
- NDIS Plan documentation (page 2 of NDIS plan outlining goals)
- Details of the therapy requested e.g. Dates, times, duration and number of sessions
- Parent Consent

Documentation

The following is also required from any external service providers before they are able to visit the school:

- Department of Education Clearance Number (including WWCC number and 100 points of ID - see attached application forms if needed)
- Personal Indemnity, Public Liability and Workers Compensation insurance
- Evidence of affiliation with a professional body e.g. Speech Pathology Australia, Occupational Therapy Board of Australia
- Evidence of mandatory training requirements including; ASCIA schools and Childcare Anaphylaxis E-Training and DoE's Child Protection Awareness Training online
- Any other relevant information requested by the family or school

Approval

- All requests will be considered at the discretion of the Principal
- If approved, the teacher will liaise with the therapist/service provider for a suitable time to visit
- If these sessions are not approved, the therapist/service provider and family will need to organise an alternative arrangement/ venue
- Service provision is conditional on approval by the Principal or their representative and presentation of necessary mandatory documentation

If these sessions are approved, the principal or their nominee will lead an induction with the external service provider including:



- General site induction including; signing in, emergency exits, evacuation, lockdown and other emergency procedures, location of facilities (bathroom, kitchen etc.)
- Code of Conduct, Child Protection and Mandatory Reporting obligations under the DDA 1992 and DSE 2005
- First Aid, injury and incident reporting
- Student information
- Supervision
- Communication and privacy
- Complaints Handling
- Records Management

Student absences:

- It is the responsibility of Parents and Carers to directly notify external service providers when their child is absent from school or where the school routine will be altered affecting the service on a scheduled therapy session day. Any issues that cannot be resolved should be taken up with the relevant supervisor/ executive member.