



# TANUNDA PRIMARY SCHOOL POLICY FOR PRIVATE SERVICE PROVIDERS

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 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. 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 negotiated to occur out of school hours under parent supervision. Within schools:

- 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

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 and the ability of the school to provide an appropriate space for this service. Tanunda Primary school meets the prescribed 1600 minutes of curriculum instruction per week. Any service provided in school time should be directed towards assisting a child to meet the requirements of the Australian Curriculum. Interventions provided by non-DECD providers should not disadvantage a child's learning by reducing their access time to areas of the curriculum.

Approvals for service provision during school hours are limited to students who have complex educational/health needs. Private Tutoring on site during school hours will not be approved. 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. Additionally, the school does not have the facilities to provide space for assessments to be conducted on site. Any assessments will need to be scheduled outside of school hours to occur in the consulting rooms of service providers. Where the recommendation is for ongoing therapeutic interventions all parties will need to follow the process outline below.

## **FAMILIES**

- Consider whether it is possible for this service to occur outside of school hours
- Complete an 'Application for Private Service Provision'
- Submit this to a member of the leadership team
- If the application is approved arrangements will be documented in an NEP
- 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.

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

### **LEADERSHIP TEAM**

- Consider the application
- Determine whether it is reasonable for this service to occur at school
- Determine whether there is an appropriate space within the school that can be utilised
- Principal to make a decision
- Families informed of this decision

Please note that the decision of the Principal is final.

### **SERVICE PROVIDERS**

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
- Participate in an induction process

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.

**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**

### **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 or during break times
- 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.



**TANUNDA PRIMARY SCHOOL and UNIT**

Research Road, TANUNDA SA 5352

Phone: (08) 85 632318 Fax: (08) 85 632187



Government of South Australia

Department for Education and  
Child Development

**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:	

**SECTION B (To be completed by the Principal)**

I have considered the above application and the provision of this service is: <b>Approved/Not Approved</b>	
Reason:	
Location that service will be delivered if approved:	
Name:	Date:
Signature:	



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SERVICE AGREEMENT BETWEEN (*Name of Service Provider*) of (*Business Name*)

and

Tanunda Primary School and Tanunda Disability Unit

For

(*Student Name*)

(*Date*)

Sessions will occur beginning on the (*date*) (*frequency*) on a (*day of week*) at (*time*) for (*duration*).

Sessions will be held in (*room*).

In the event that the service provider is not able to attend the session they will contact (*insert contact here*), who will then notify the class teacher.

A copy of the goals of the sessions and the program for these sessions will be provided to (*Nominate a member of the leadership team; class teacher and the Family*). Reports will be provided to the school (*frequency*) (*verbally or in written form*).

This agreement will be reviewed (*date*).

Service Provider Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Class Teacher Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Principal Name: Con Karvouniaris Signature: \_\_\_\_\_



## PERMISSION FOR EXCHANGE OF INFORMATION

**Name of Child/Student:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

I give permission for the agencies listed below to release and exchange information to assist my child's/my successful education. I understand that the information will only be used by the Department for Education and Child Development to plan the most appropriate program to assist my child's/my education and that all information will be treated with respect for me and my child's/my privacy.

<u>Agency</u>	<u>Information being sought</u>
_____	_____
_____	_____
_____	_____
_____	_____

**Parent/Guardian/Student:**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(print name)*

\_\_\_\_\_  
*(date)*