**CROYDON SDS**

**EXTERNAL PROVIDER POLICY**

**Purpose**

The Department of Education and Training (DET) is responsible for the educational programs and provisions for students enrolled in Victorian government school settings. The responsibility for therapy for educational attainment remains with the education system. On this basis, Croydon Special Developmental School (Croydon SDS) employs therapists and accesses therapy input from Student Support Services to provide educational supports.

Croydon SDS works in partnership with parents and carers. Parents may request NDIS therapists/ External provider involvement in Student Support Group meetings.

Croydon SDS is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

**implementation**

* Croydon SDS staff may communicate via phone calls and email with an external therapist or NDIS service provider once parents/carers have consented to this contact via the Croydon SDS **Release of Information form.**
* If requested by a student’s parent/guardian, an external therapist/ NDIS service provider is welcome to attend a Student Support Group (SSG) meeting, contribute to the discussion and provide information about goals and strategies used in the home and community.

**External provider school visits**

* External providers must meet all regulatory requirements including completion of school-based contractor induction.
* All external providers are required to provide Working with Children Check cards.
* The school will ensure that an adequate ratio of Croydon SDS staff are present throughout the duration of the visit.
* If the provision of therapy on the school is approved by the Principal, Croydon SDS staff will monitor and manage the individual needs of each student including behaviour support, toileting and assistance with manual handling where required.
* Families wishing to engage external therapy providers during school hours to work with their child will need to make an application to the principal keeping in mind the following:
* It is not always possible for schools to accommodate the various programs offered by external providers within the school setting.
* Private therapy or other specialised services arranged by families are generally provided outside of school hours and not on school premises as there are risk factors associated with external providers working on school premises including public liability, confidentiality, educational appropriateness, space requirements and the impact these sessions have on the learning programs of the students whilst they are at school.
* Supervision/ Duty of Care including Child Safe requirements must also be taken into account.

Parents/ Carers seeking to arrange for external providers to visit the school, including school based observations, are required to discuss with the principal the purpose of the visit and how the relevant information will be relayed back to the parent/carer and school.

The principal will gather information about the proposed visit or therapy to be provided at school and the reasons for the request by asking the therapist to complete a **Therapist Request Form** and parents/carers to complete a **Parent Consent Form.**

The principal will notify parents by letter which outlines the reasons for their decision to accept or decline the request.

If the principal approves the visit or therapy to be provided at school, appropriate arrangements are put in place:

* The therapist signs a Licence Agreement to use school premises and enters into an Information Sharing agreement to set out how and when the therapist will share information with the school about the student.

Process for Principal’s responding to therapy requests on a case by case basis:

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## **Related policies and information**

This policy should be read in conjunction with the following school policies:

* Child Safety Policy
* Child Safety Code of Conduct
* Duty of Care Policy
* CSDS Therapist Request Form
* Parent Consent

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed  | April, 2022 |
| Approved by  | Principal Libby Anderson |
| Next scheduled review date  | April, 2025 |