

## Non-DfE Service Providers Guidelines

### 1.0 RATIONALE

At Surrey Downs Primary School we are committed to ensuring that every child's learning needs are recognised, documented and accommodated in our learning environments.

We recognise that non-DfE service providers may deliver services or instruction which contributes to improved access, participation and outcomes for individual children or young people.

### 2.0 SCOPE

Non-DfE Service Providers:

- provide a range of services including speech pathology, psychology, occupational therapy and physiotherapy.

These guidelines are to support decision making when there are requests for these services to be provided for children and young people on site and during school hours.

### 3.0 PROCEDURE

#### 3.1 Expectations:

Non-DfE Service Providers:

- will communicate with the site leader to request to provide services during school hours / on site. This request is to include:
  - focus/purpose of service, suggested times for service and an indication of how long these services would be provided (term, weeks, once off), and required documentation (clearances, registration/identification), before the first scheduled visit
- are responsible for providing a service to children and young people as negotiated with the site leader
- will be required to meet criteria as outlined in these guidelines
- must negotiate with the site leader any changes to service (ie days, times) and be mindful proposed changes may not be accommodated
- must provide brief session notes after each visit via email to dl.1100.info@schools.sa.edu.au

Site Leaders:

- will review requests on a case by case basis, taking into consideration:
  - the impact on entitlement to education time
  - if the service is beneficial to the child/young persons overall capacity to participate in their education program and engage with peers/educators
  - evidence of a commitment for open communication from provider to site and family and
  - the capacity to meet duty of care requirements while services are being provided
- will provide written response outlining decision, including rationale, expectations and duration of approval where required
- will ensure that all service providers working on-site implement and are compliant with these guidelines
- provide any appropriate induction and safety requirements (emergencies, reporting incidents, first aid response, care plans while child is with the provider, WHS reporting etc)
- must keep records of all required documentation relating to the engagement of non-DfE service providers on site
- will review any agreements and documentation prior to extending any further approvals
- will forward session notes to the appropriate teaching staff

Teachers & SSOs:

- will provide advice to the site leader regarding whether the proposed service or instruction is contributing to improved access, participation and outcomes for individual students

Families & Carers:

- are responsible for informing the school and the non-DfE service provider if their child is absent on a day of service (including pupil free days and school closures)
- are responsible for all financial matters relating to non-DfE service provision

**3.2 Requirements:**

- All non-DfE Service Providers wanting to offer service to a child or young person on-site must provide the following:

- either a current Teachers Registration Certificate or a DHS Working with Children Unique Identifier and a current Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate (RRHAN – EC) **OR**
  - a DHS Working with Children Check Unique Identifier, a current Responding to Risks of Harm, Abuse and Neglect – Education and Care Bridging Course certificate (RRHAN – EC) and a Safe Environments Training certificate completed in the last three years run by DHS approved providers
  - a copy of the organisation's Child Safe Environments Compliance Statement
  - a copy of the non-DfE service provider's Public Liability Insurance Policy
  - a copy of qualifications in professional field of practice
  - any information that details limitations or restrictions that have been placed on professional practice
- Required DfE documentation includes:
    - Request for provision of services
    - Permission for Exchange of information
    - Licence Agreement **and** Services Schedule (outlining details of the proposed service that will be delivered to the child or young person, including frequency of service, time involved and program being delivered)

### 3.3 Legal Obligations:

- Site leaders are responsible for the care, supervision and well-being of all learners and staff on their site. The site leader has an obligation to take all reasonable steps to ensure that the school meets the duty of care owed by site leaders and teachers to children and young people.
- To meet the duty of care the site leader (or delegate) will:
  - sight all relevant documentation as listed above
  - ensure line-of-sight supervision between the child or young person and a DfE employee
  - ensure non-DfE service providers are not left unsupervised by DfE staff with children or young people

- consult with the non-DfE service provider about processes related to disclosure of sensitive information

### 3.4 Management of Bookings:

- The booking process will be managed by the site leader (or delegate) and all booking requests and documentation must be communicated via [dl.1100\\_info@schools.sa.edu.au](mailto:dl.1100_info@schools.sa.edu.au)
- Classroom teachers will not manage bookings (even on a once off basis)
- Based on availability of space and equity of access:
  - ongoing bookings will be for a duration of 6 months only (2 terms)
  - bookings will be scheduled Wednesday to Friday
  - bookings will be scheduled on a fortnightly or monthly basis only
  - requests for weekly bookings cannot be accommodated
  - multiple booking requests for individuals may not be met
  - bookings will align with the school timetable and will be strictly 45 minutes in duration
  - priority will be given to families and carers without access to a vehicle
  - priority will be given to families and carers with full-time employment
- Bookings will not be scheduled during a child or young person's literacy block

### 3.5 Use of space

- The space is for therapeutic services only. Private tutoring will not be permitted
- Non-DfE service providers will leave the space as they found it
- Must leave the door to the space open at all times

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