



# Parklea Public School's Externally Funded Service Providers Implementation Process



Schools have an important role to play in supporting families to engage with the NDIS. There may be times when families ask for a NDIS-funded service provider to work with their child in the school. Principals have the authority to determine if and when NDIS-funded services can be provided during school hours and must ensure that the flow of the school day is not interrupted. Further information can be found at: <https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/resources/national-disability-insurance-scheme>

Externally funded health, disability and wellbeing service providers may seek to provide their services to students at the school during school hours. Access to the school by an externally funded provider is at the discretion of the principal. Further information can be found at: <https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/resources/external-providers>

The following outlines Parklea Public School's implementation process for externally funded service providers:

### **Parent/Carers are required to;**

- Visit <https://parklea-p.schools.nsw.gov.au> to download and complete the "Parent Request for Externally Funded Service Providers" form.
- Send an email to the school requesting external service provision, with the "Parent Request for Externally Funded Service Providers" form attached.

### **Service Providers are required to;**

- Visit <https://parklea-p.schools.nsw.gov.au> to download and complete the;
  - Declaration for Child Related Work
  - Externally Funded Service Provider Engagement Agreement
- Provide evidence of mandatory "Child Protection Training" certificate
- Provide Proof of Identify (photo ID) on first visit to the school
- Provide evidence of currency of the following insurances;
  - Workers Compensation, or, if the provider is an individual or sole trader performing the work themselves, evidence of personal insurance cover in the event they have an injury
  - Professional Indemnity (for at least \$2 million for any single occurrence and in the aggregate)
  - Public Liability (for at least \$20 million for any single occurrence and in the aggregate)

### **Parklea Public School is required to;**

- Consider the request, taking into account the needs of the child, other students and the operations of the school
- Enter into an Externally Funded Service Providers - Engagement Agreement with the Externally Funded Service Provider, meeting the Department of Education's legal requirements.

### **Service provision at our school is subject to the following:**

- Availability of physical space (Classroom/withdrawal rooms)
- Availability of physical resources (teaching/SLSO staff)
- Impact of the student's learning
- Needs of all students within the classroom; and
- Therapy is in line with the classroom teacher's timetable.

### **Service provision subject to conditions:**

- Maximum of 60 minutes per session, between the hours 11:30am – 1:20pm
- External provider services are to commence from Term 1, Week 5
- Duty of Care maintained: client/ service provider within line of sight with teaching staff
- Service providers must ensure their session does not impact upon the teaching and learning of the other teacher and/or students in the class.
- Parent/Carer must notify the school if the provider's services are terminated.
- Parent/Carer must notify the provider if the student is absent from school on a day scheduled for service delivery.