



Principal: Christine Moulds

8 Nelson Road
LINDFIELD NSW 2070
Telephone: (02) 9416 9293
(02) 9416 9281
Facsimile: (02) 9416 1393

Visiting Therapists and External Service providers Policy

Cromehurst adheres to the DoE's policy statement regarding the provision of service from external providers which states *"Teachers have expertise in teaching and learning, and knowledge of their students' needs and abilities and the ways they learn. They are skilled in developing teaching and learning programs that address the needs of students within a curriculum context. Principals and teachers have primary responsibility for education programs in schools."*

Visiting speakers and external providers should be used by schools only where this adds value to existing teaching and learning practice.

The department does not endorse or mandate resources, programs or providers. Principals and teachers are empowered to make these decisions at a local level. These decisions are made based on student needs and community context and resources".

Cromehurst School is committed to developing partnerships with families and services to enhance the life-long learning and improved outcomes for all of our students. The primary role of school is education programs and the implementation of required syllabus content, however we recognise that certain therapy or consultancy services may assist students to better achieve these outcomes and provide invaluable advice to teaching staff. Consideration will be given to approval for these services at Cromehurst School following confirmation that there is compliance with legislative requirements and DoE policy.

Considerations include the following:

Context of the class

- Individual needs of the student and alignment with IEP goals
- Impact on the student's education plan
- Impact on other students
- Risk management
- Supervision of students and service providers
- Timing of service provision
- Resources and suitable space

Child Protection

- Working with Children Checks
- Supervision

- Code of conduct
- Child protection awareness training (*It is a Departmental requirement that all external contractors working with children complete the Child Protection Awareness Training. This is an e-learning module accessed through the internet at www.det.nsw.edu.au/proflearn/cpat. A copy of the certificate of completion should be provided to the school*)

Duty of Care

- Insurance and liability
- Supervision requirements

Confidentiality and Privacy

- Adherence to code of conduct policy guidelines
- Privacy concerns for other students

Health and Safety

- Induction
- Emergency Procedures
- Safe Work practices
- Risk assessments
- Health Care training relevant to student receiving therapy (*eg; If the student has anaphylaxis the provider must complete the publicly available ASCIA anaphylaxis training accessed at <https://etraining.allergy.org.au/login/index.php> IF the therapy is provided in water based activities the provider must have a first aid and CPR certificate*)

Communication and Collaboration

- Agreed communication mode between teacher and service provider
- Availability of teacher
- Appropriate timing of communication with teacher
- Collaboration with the class teacher at all times.

When collaborating with NSW government schools in areas of health or education, external providers must abide by the following conditions:

- duty of care rests with the principal and is not transferable to the external provider
- when working directly with students, a NSW government employed teaching staff member must actively supervise at all times
- an external provider has an obligation to report suspected risk of significant harm and make any disclosure directly to the principal
- an external provider must hold student welfare and wellbeing as paramount when interacting with children and young people and comply with all child protection requirements including employment screening.



Procedures for requesting to provide therapy or service during school hours

- All request to be sent to the school for consideration in writing to Cromehurst-s.school@det.nsw.edu.au and provide the following information:
- Contact details of the organisation they are representing, their position and manager's name
- Purpose of the program and types of activities to be undertaken
- Number of sessions proposed and duration of sessions
- Consent from the family
- Working with Children Check documentation
- Facilities requested (if any)
- Personal Indemnity, Public Liability and Workers Compensation Insurance documentation
- Evidence of Mandatory training requirements including Anaphylaxis e-training, emergency care and child protection awareness training

Approval

- All requests will be considered at the discretion of the Principal
- If approved the classroom teacher will liaise with the therapist/service provider for a suitable time to visit within the context of their teaching timetable
- If not approved the therapist/service provider will need to liaise with the family to make alternative arrangements
- All necessary documentation will be provided and copied by the school prior to the service commencing.
- If approved the Principal or nominee will provide a general induction to the provider outlining protocols for entry and exit, emergency procedures, location of facilities, first aid and incident reporting, supervision requirements, privacy laws and code of conduct.
- Approved visiting therapists will sign a contract with the school.

Student absences

It is the responsibility of parents and cares to directly notify the external provider when their child is absent from school or where the school routine will be altered affecting the service on a scheduled therapy session day.