External service providers onsite - checklist

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| Student name: | Class: |
| **External Providers Onsite Checklist** |  |
| 1. Parent Consent
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| 1. External provider – Therapy contact details
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| 1. External provider – WWCC, WWCC Declaration, Number, expiry:
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| 1. Identity Check – Medicare card, driver’s licence, bank card, passport
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| 1. School Induction read and sighted
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| 1. Child Protection Training Certificate
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| 1. Public Liability Certificate
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| Signed (Administration Use): | Date: |

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| **STUDENT DETAILS** |
| Name |  | Class |  | Grade / Year |  |
| **EXTERNAL PROVIDER DETAILS** |
| Name |  | Role |  |
| email |  | mobile |  |
| Session dates |  | Session times |  |
| Term Goals | *Please provide a general overview of term activities to achieve goals.* |
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External service providers – provisions during school hours

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| rationale | Lugarno Public School (LPS) supports the positive collaboration between all external service providers, families and community members. These guidelines support school staff, parents, carers and providers with the provisions of service during school hours at LPS. |
| External service providers in the school setting | External service provider programs in the school setting are valued and relevant when there is a clear link between the therapy service and school’s educational learning outcomes. |
| roles & responsibilities of the school | * **Role:**

The role of LPS is to liaise with families and external service providers to facilitate reasonably requests for services during school hours which lead to improved educational outcomes.* **Responsibilities:**
* Confirmation & registration of legal requirements for Working with Children in a school setting.
* Confirmation & registration of suitable dates, times, venues of onsite visits based on individual student needs in a school setting.
* The student’s educational goals are developed within a school setting by school staff through a Personalised Learning and Support Plan (PLaSP).
* Decision as to whether a therapy service is to operate within the school setting is entirely at the discretion of the principal.
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| roles & responsibilities of the external service provider | * **Role:**

The role of the external service provider is to contribute to positive educational outcomes for the student in a planned, collaborative and cohesive manner within a school setting.* **Responsibilities:**
* Confirmation & registration for service provided in a school setting to parents and carers.
* Provide all Working with Children in a school setting requirement.
* Provide appropriate equipment to fully meet the purpose of visit.
* Provide any changes to times/dates in writing via email 1 week prior.
* Therapy services programs delivered in a school setting should link to a student’s IEP goals.
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| school guidelines | * No photo or video recordings are permitted in the school setting.
* A high standard of confidentiality is maintained between stakeholders.
* Any concerns regarding students or staff should be immediately brought to the attention of the principal.
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| practice & relationshipguidelines | * Student safety, wellbeing and educational development is the priority for any external service provider in a school setting.
* The delivery of therapy services in a school setting MUST be planned and documented in partnership with the school and parents/carers.
* Positive relationships between external providers and staff are responsive and flexible to meet the needs of the student.
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| operational guidelines | * **Commencement Schedule**
* External providers in a school setting can commencement from Term 1, week 4 and conclude in Term 4, week 8.
* **Consent to Exchange Information**
* A consent to exchange information form must be provided to the school prior to any discussion of student needs with school staff.
* **Onsite Session Times / Dates**
* Mutually agreed session times / dates with minimal disruption to student learning.
* **Changes to Onsite Therapy Session Times / Dates**
* Any changes to session times / dates must be provided via email to the school with 1-week notice.
* **Therapy Plans**
* An overview of the external provider’s onsite therapy plan is to be provided to the school.
* **School Induction**
* A school induction overview to be completed on the initial visit to the school to ensure the safety of school community and WHS requirements.
* **Sign In / Out Register**
* In an event of an emergency evacuation or lockdown ensure that registration is completed before and after the agreed visit.
* **Onsite Therapy Session Location**
* External support is best provided in the classroom environment within the context of the timetabled key learning outcome. Withdrawal may be requested. However, students remain under the duty of care of the classroom teacher whilst on school grounds. Therefore, a suitable location that can be adequately supervised must be negotiated with the school principal.
* **Reviews of Onsite Therapy Session**
* Open communication between staff and external providers is encouraged. External providers need to seek a mutually appropriate time for discussion and consultation with staff.
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