



# Lucas Gardens School

*Celebrating Ability Through High Expectations*

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## **Delivery of Externally Funded Service Providers to students of Lucas Gardens School Procedure**

### **Intention**

These procedures support a holistic approach to the provision of interventions to aid students in the acquisition of their learning goals within an educational setting at Lucas Gardens School.

Additionally, they define the parameters within which externally funded service providers can offer these interventions whilst on school grounds.

### **Preamble**

Lucas Gardens School offers educational programs to students who have severe and moderate intellectual disabilities, many of whom have additional needs including physical disabilities, sensory impairments and complex medical needs. Thus, curricula and goal setting to achieve educational outcomes is developed for each student ranging across classes from K to 12. This framework operates within a classroom setting, with up to ten students in each class, a teacher and a Student Learning Support Officer. The students' school day is fully scheduled in order to achieve full coverage of all key learning areas and curricula.

Lucas Gardens School students have complex needs usually requiring services from a range of providers in the areas of health, community and recreation outside of the constraints of the school operating hours.

### **Rationale**

The Principal and staff of Lucas Gardens School are dedicated to provision of the highest quality education to every student and welcome the opportunity and assistance provided by externally funded service providers to enhance educational outcomes. In some circumstances, a joint approach between parents/carers, educational staff and health practitioners may be required for students to realise their potential and achieve their educational goals.

## **Roles and responsibilities in relation to externally funded service providers**

The role of the Principal, or their delegate, is to liaise with students' families to facilitate reasonable requests for health and/or well-being private services in the school setting during school hours, which will lead to improved educational outcomes.

### **Principals must work under the following guidelines.**

Principals have the discretion to grant or not grant school access to an externally funded service provider, taking a range of important factors into consideration.

These include:

- The impact of the service on curriculum requirements and the student's participation in teaching and learning activities
- The extent to which the service supports the student's learning needs or enhances access to education
- The impact of the service on other students and or the operations of the school.

### **All applications will be considered by the School Learning Support Team**

An externally funded service delivered in school should support the student's participation in education and access to the curriculum. Where the service does not link with the student's learning needs or enhance access to education, the service should be delivered outside of school time.

### **School Staff**

Where service provision is not taking place in the student's classroom, the service must be provided in a space that is readily accessible and can be observed, either directly or through a window or doorway. The ability for school staff to observe the service provision enables the school to meet its duty of care and child protection obligation to students.

### **Parameters for Service Provision**

- A collaborative approach between teachers, health practitioners, families and carers, being in the best interests of the student, is encouraged to assist in achieving positive educational outcomes
- **Student safety, wellbeing and educational development** is the foremost consideration for any service offered in a school setting, be it related to health or education

- Ultimately, the Principal is responsible for student educational outcomes. **The decision to allow external private providers to offer a service within the school is entirely at the discretion of the Principal**
- Externally funded service providers are accountable to the person who pays for the service they provide and/or to the parents or carers. **Lucas Gardens School is not responsible for session content or for any accounts raised for externally funded services instituted at request of families**
- A copy of the planned service provision session must be provided **prior** to the session commencing
- **A high standard of confidentiality** must be maintained by all involved in service provision to students
- The externally funded service provider is to maintain compliance with the department's Code of Conduct. Conduct that is assessed as being a serious breach of the Code of Conduct may result in the arrangement being terminated and/or a decision being made to place the provider on the department's not to be employed list, thereby denying access to any school sites in the future.
- **Externally funded service providers must provide weekly record keeping requirements** and provide the school of all records relating to the services as and when requested by the School. Externally funded service providers must document session activities and outcomes and provide a copy to the Principal
- All externally funded service providers must provide **evidence of their qualifications and professional indemnity to the Principal**
- **Any concerns** externally funded service providers may have relating to school, staff, students or families, are to be brought to the immediate attention of the Principal by the service provider, in confidence.

Further information can be found on the Department of Education's website: <https://education.nsw.gov.au/teaching-and-learning/disability-learning-and-support/resources/external-providers>

## **Operational Guidelines**

In order for service providers to work within the school environment the following requirements must be adhered to:

- A written request by the parent/carer for the engagement of an external service provider
- Completed Lucas Gardens School Request for NDIS Service Provision during School Hours form (completed by parents/carers)

- Working with Children Check – your information will be submitted to the Department of Education for screening purposes. This can take 10 days or more for clearance
- Completed Working With Children Check – Child Related Work Volunteers and Contractors documentation
- 100 points of original proof of identity documents
- Mandatory Child Protection Training which can be found on: <https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-training> or a suitable alternative training program developed by the provider for its staff, within the last year
- Anaphylaxis, First Aid and CPR training (**if requested by the principal**)
- Additional health care training as required for individual students.
- Certificate of Currency with public liability insurance of no less than \$20 million
- Certificate of Currency with professional indemnity insurance of no less than \$2 million
- External Providers Engagement Agreement
- Completion of the school induction package (including provision of the Lucas Gardens School Site Safety Booklet)
- Identification on site at all time
- Copy of planned session programme
- Signing in and out of school visitor register
- Returning any swipe cards as appropriate
- Externally funded service providers must use their own equipment
- Report any concerns to the Principal.

Jenny Zagas

PRINCIPAL

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