

External Providers in School Policy

4th ed. 6th February 2020

The process for external providers to access students at Kurri Kurri Public School during school hours will be as follows:

Parent or carer will complete the <i>Request for Access During School Hours application form</i> .
The Learning Support Team will discuss each application. Access to students during school hours will only be approved when there is a compelling reason why the support cannot take place out of school hours. <i>Students being withdrawn from teaching and learning programs during school time, can be disruptive for both the student and the class programs. Please also be aware that there is limited withdrawal spaces in the school for students to work with external providers.</i>
The decision will be conveyed in a letter, email or phone call, sent to parents or carers. Families are welcome to discuss options with school staff. Families will need to share this information with their external providers.
If initially approved, external providers need to contact the school office to seek an annual site induction for every provider, on first visit to provide 100 points of identification, and to book a POST meeting.
External providers need to provide the school with an initial report on the student, and are expected to provide follow up reports, as appropriate, at least annually. This will ensure that the school can further support the students through the Learning Support Team.
Co-construct a plan during the POST meeting. Appointment times will be jointly decided and booked during this meeting.
External providers may then start accessing students, from week 5, term 1.

1. Request for Access During School Hours application form

Making the request

a. The parent or carer will complete an application and lodge this with the school office. They must provide a reasonable explanation as to why the external support cannot be accessed out of school hours.

b. approval or denial or on hold

This request will be considered by the school Learning and Support Team, on behalf of the Principal. Any decisions should take into account the educational needs and the priorities of the student or group of students, including access to the curriculum, the impact on the student's learning programs, the school operational context, and duty of care obligations towards all students and staff.

Students' carers will be notified of the outcome in around a week. Families must contact providers to discuss the outcome.

If approved, families, school staff and external providers can set a POST meeting date to plan for the coming year.

If denied, families are welcome to discuss options for student support with school staff.

If placed on hold, the Learning Support Team may be seeking more information or making arrangements.

2. Induction and identification

Prior to working with a student on school grounds, external providers must undertake an induction for Kurri Kurri Public School. This induction is required once each school year. Each individual external provider who seeks to work with a student must complete an induction. Induction courses are run at predetermined dates and times. Allow time to book and complete the course. Contact Kurri Kurri Public School office to schedule an induction. Every visit, external providers must present suitable identification to office staff. It is the responsibility of the external providers' organisation to inform the school if changes to providers occurs so that new staff can be inducted before working with the student. If a provider has not been inducted they will not be permitted to work with the child on school grounds until induction has been completed.

3. POST - Personalised Outcome Support Team

a. *members*

A POST meeting must contain at least one family member (as representative for the child), the class teacher and/or assistant principal (as an educator who works directly with the student), a learning and support teacher (as a representative of the Learning and Support Team) and external providers (seeking to work with the child at school). The student can be involved if it will be of benefit for them to take part. Other relevant parties may also attend.

b. *external provider participation*

It is preferable for external providers to attend this initial meeting. Kurri Kurri Public School POST members must have, at least, phone contact with the provider.

c. *provider costs*

Where an external provider is involved in this meeting, the school will not be liable for provider costs associated with attending this or any meeting, or any other provider costs.

d. *desired outcome of therapy*

The POST meeting is the suitable place to discuss the desired outcome of the proposed therapy. This must align with school based outcomes for the child. Adjustments to educational activities will take place with genuine consultation involving family and relevant stakeholders.

e. *Review*

The Learning and Support Team will review all external provider student agreements each term. Where there are queries about service provision, the class teacher or assistant principal should speak to the external provider, and family or carers first. If there are continuing queries, they can raise them at the next review by the Learning and Support Team. The Learning and Support Team can call a Personalised Outcome Support Team meeting as required. External provider and carers may also request a POST as required.

4. Booking Sessions

External provider sessions will be booked based on POST meeting plans.

5. Locations, timing and supervision

Session times will be agreed upon during the POST meeting and will be booked on the Sentral calendar by the LST representative. It is expected that sessions will largely take place within classrooms to support learning. The class teacher must know where the provider and student are at all times. It is not the class teacher or SLSO's responsibility to directly manage the student during the session, as they will need to ensure that they continue with the class learning program with the other students. They will provide support if required due to their duty of care. There must be a clear line of sight by school staff at all times. Sessions where one adult is alone with one child will be actively avoided and discouraged. Providers must display appropriate behaviour management during sessions.

6. Student attendance

KKPS staff will encourage students to attend all booked sessions with external providers, in line with the schools attendance policy and procedures. School staff will not hold responsibility for non-attendance by students or follow up non-attendance at sessions if requested by providers.

7. Transition planning

During term 4, a POST meeting may be called to plan transition support for the first few weeks of the following year. Kurri Kurri Public School wants the best for our students and understand that there will be times when external providers will play a crucial role in supporting transition. To have an external provider available during school hours in the first few weeks of term 1, a POST Transition plan will need to be completed during the prior term 4. When class teacher and assistant Principal allocations are available in term 1, the new process can begin to cover the full year.

8. Roles

External providers will work directly with the student during agreed visits, in a manner that specifically aligns with the student's POST plan. The class teacher is responsible for student participation in class based activities. The external provider is responsible for student participation in specialised therapy activities and should be actively engaged throughout the whole session. Any adjustments to educational planning will result from consultation and agreement, with sufficient time for consideration of all educational factors within the teacher's scope.

9. Communication

- a. Parents and care givers, and external providers will maintain open lines of communication with each other.
- b. Appropriate methods of contact for immediate passage of information include the school email address and school phone number only. This includes cancellations.
- c. Reports and recommendations may be made in writing to the school email address, school postal address or delivered to the school office.
- d. External providers who seek conversation with class teachers should book a meeting time outside of class times, via the school office. It is rarely appropriate for class teachers to hold discussions during class time.

10. Cancellation

- a. External providers will contact Kurri Kurri Public School the day before a session to cancel, where ever possible.
- b. Kurri Kurri Public School will contact caregivers regarding whole school and grade activities that could affect sessions via newsletters, the Skoolbag app and notes.
- c. Families and carers are to contact external providers if they are aware that a child will be absent, where ever possible.
- d. Kurri Kurri Public School will not be held liable for cancelled or missed sessions.

11. Confirmation

Where a teacher on a class is unaware of a session, the teacher will ring the front office for confirmation. This is to keep our students safe, and with many things happening in a large school, teacher changes can take place.

12. Related documents

a. **Request for Access During School Hours application form**

Completed when: First step, every school year

Completed by: Parent/carer. School staff can assist.

Submitted to: KKPS front office or school email, to be date stamped and passed along to Principal or representative for deliberation. Original copy, signed by parent/carer, to be stored in LST files.

b. **POST plan**

Completed when: During or after the initial POST meeting, when a parent or carer would like an external provider to access a student during school hours, on school grounds.

Completed by: School staff can assist to complete the form during the POST meeting.

Submitted to: LST member in the POST meeting, once signed by all. Original copy, signed by parent/carer and Principal, to be stored in student file.

b. Support Provider Summary

Completed when: Each time a provider is approved to work with a student.

Completed by: LST or office staff, upon receipt of completed a POST plan.

Submitted to: Summary to be stored in student file, for access by relevant school staff.

c. Letter template, conveying decision regarding Request For Access During School Hours

Completed when: After the Principal has made a decision regarding a request. This decision may also be conveyed by phone call or in person.

Completed by: POST, LST, office or other KKPS staff, on the Principal's behalf.

Submitted to: Parent or carer of the student. Can be posted or placed in student's school bag.

Request for Access During School Hours application form



Student name Date of birth Class Teacher
Parent / carer name Mobile phone Email address

On behalf of my child, I ask that external providers be granted access during school hours to provide suitable therapy, as will be agreed upon.
 This therapy cannot take place out of school hours for the following reasons:

Provider	Contact Name Phone Email	Type of therapy
Provider	Contact Name Phone Email	Type of therapy
Provider	Contact Name Phone Email	Type of therapy

In submitting this request to Kurri Kurri Public School;

- * I understand that a decision will be made regarding this request within 5 school days where ever possible.
- * I understand that I will be informed of this decision by Kurri Kurri Public School.
- * I understand that it is my responsibility, as parent or carer, to inform the external providers of this decision.
- * I understand that the decision may be placed on hold by the Learning Support Team.
- * I understand that Kurri Kurri Public School must balance the needs of all of our students, staff and members of the school community, and that we will always seek to provide the best support possible.

Parent signature _____

date _____

Office / LST use		
Date received- office	Date LST decision	Date decision communicated
Approved	Denied	On hold
Notes		
Signature of Principals delegate		
date		

POST plan - personalised outcome support team planning document



Student _____ date _____

Provider	<u>Organisation</u>	<u>Provider contact</u> Person Phone Email	<u>Type of support</u>
Common aim			
Typical session activities, and their relationship to school education			
Proposed start date	Session Duration _____ minutes	Frequency of sessions (circle) weekly fortnightly term	Planned support period (circle) T1 T2 T3 T4
Signatures and names			
Parent / Carer		Provider	
Teacher representative		LST representative	
Student (optional)			

External Provider summary Store in student record file



Student name	Date of birth
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Provider	Type of support		
Aim <i>agreed upon in POST plan</i>			
Start date	Session Duration _____ minutes	Frequency of sessions _____	Planned support period T1 T2 T3 T4

Provider	Type of support		
Aim <i>agreed upon in POST plan</i>			
Start date	Session Duration _____ minutes	Frequency of sessions _____	Planned support period T1 T2 T3 T4

Provider	Type of support		
Aim <i>agreed upon in POST plan</i>			
Start date	Session Duration _____ minutes	Frequency of sessions _____	Planned support period T1 T2 T3 T4

Provider	Type of support		
Aim <i>agreed upon in POST plan</i>			
Start date	Session Duration _____ minutes	Frequency of sessions _____	Planned support period T1 T2 T3 T4

Template of Letter text to inform parents

Copy, paste and delete options as required

Dear (parent /carer names),

After careful consideration, the Principal of Kurri Kurri Public school has reached the following decision regarding your recent request for external providers to access your child during school hours.

Student:

External Provider: (write organisation name)

Type of Support: (physio, speech path, OT, community links etc)

Approved

Please contact the office to book a POST meeting.

Declined

Many factors are considered when making this complex decision, including (write reason)

On hold / Review

Your request has been placed on hold due to (write reason). Our learning and support team will review this situation.

Please pass this information along to your service provider. Kurri Kurri Public School values your child and is eager to provide high quality educational experiences. If you wish to discuss this decision, please contact our school office to make an appointment. We are happy to assist you how ever we are able.

Thank you

Principal