



M A G I L L
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PROCESS FOR PRIVATE SERVICE PROVIDERS

This process is to provide parents/carers with necessary information to seek approval to engage a private service provider during school hours. Occasionally, a student may benefit from therapy beyond what is being supplied by the school-Speech Therapy, Occupational Therapy, Autism SA and Psychology Services. Any service in school time should be directed towards assisting a child to meet the requirements of the Australian Curriculum and the prescribed 1600 minutes per week of instruction time. Interventions provided by non DECD providers should not disadvantage a child's learning by reducing their access to areas of the curriculum.

- Duty of care must remain with the class teacher and cannot be delegated to a private provider.
- Students of compulsory school age must fully participate in the education program provided by the school.

Wherever possible all private service provision should be arranged to occur out of school hours under parent supervision.

The decision to have private service providers at Magill School working with a student or students is always made by the principal, based on the assessment of the child's educational needs, the impact upon the child's learning outcomes and the ability of the school to provide an appropriate space for this service.

Observations of students will only be approved where it is deemed by the Principal to be a necessary part of the assessment process. Due consideration needs to be given to confidentiality and the privacy of all students within the school environment.

Any assessments will need to be scheduled outside of school hours to occur in the consulting rooms of service providers. Additionally, the school does not have the facilities to provide space for assessments to be conducted on site.

The approval process has been endorsed by the school's Governing Council so as to ensure all requests are managed fairly.

New applications will need to be submitted every year.

Families

Approval for the provision of private services will be for a maximum of the remainder of the school year.

- Consider whether it is possible for this service to occur outside of school hours.
- Complete the *Application for private service provision*.
- Submit to Principal.
- If an application is approved a service agreement is to be completed.
- Sign Permission for exchange of Information form.

Student Review Committee

- Consider the application (meetings week 3 and 8 of each term).
- Determine whether it is reasonable for the service to occur at school.
- Determine whether there is an appropriate space.
- Principal to make final decision.
- Families informed about decision-in writing.

Service providers

Service providers will not be able to provide service on school site until **all** conditions in process are met.

If application is approved service providers need to:

- Complete the Service agreement.
- Provide the school with a copy of DCSI Criminal History Clearance (only acceptable clearance).
- Provide the school with a copy of Responding to Abuse and Neglect Training Certificate (RAN).
- Provide the school with a copy of certificate of currency from an insurer indicating \$10m public liability. Any professional indemnity coverage is to be at the provider's risk.
- Provide the school overview and learning outcomes.
- Attend a site based induction.

When requesting information from teachers service providers need to be aware and considerate of teacher's timelines.

Teachers

- Direct all requests for provision of private services to a member of leadership.
- Encourage parents to make appointments outside of school hours.
- If information is requested by service providers ensure the Permission for exchange of Information form has been signed.

Grievance

- The principal / delegate will communicate the broad reasons for approval /non approval in writing to the parent.
- No request can be presented until the start of the next school year.
- There will be no appeal process.



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APPLICATION FOR PRIVATE SERVICE PROVISION DURING SCHOOL HOURS

This form is to be completed by the parent / carer who is requesting that a private service provider be permitted to work with their child during school hours (8.45am - 3.05pm).

1. This must be completed and returned to the Principal for the consideration of the Student Review Committee for approval.
2. The Permission For Exchange of Information form must be signed and service provider/s added.

Applications will need to be re-submitted each year.

Section 1. To be completed by the parent / carer	
Student name: Year level: Teacher:	
Reason for request:	Details of why this service cannot be met outside school hours:
Details of proposed service provider:	Proposed number of visits: Proposed frequency / length of time per visit:

Section 2 (To be completed by the Principal / or representative)
The Student Review Committee has considered the above application and this service is: Approved / Not Approved
Reason:
Time: (Day and Time) Location: (Where service is to be delivered)
Name:

Signature:

Date:



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SERVICE AGREEMENT

Date: _____

Service Provider: _____

Business name: _____
And Magill School

For (student name) _____

Session will begin on: _____

Frequency: _____

Day of the week: _____

Time: _____

Duration: _____

Session will be held in: _____

In the event the service provider is not able to attend the session they will contact:

Magill School Front Office Staff: 8331 9422

They will notify the class teacher.

A copy of the goals and program for these sessions will be provided to:

Written Reports will be provided to the school (when and frequency):

The agreement will be reviewed on:

Name: _____ Signature: _____

Service provided: _____

Parent / Carer: _____

Class Teacher: _____

Principal: Di Fletcher _____