



Strathfield North Public School

strathfien-p.school@det.nsw.edu.au
www.strathfien-p.schools.nsw.edu.au

Principal: Pina Fanggidae

External Provider Protocols 2024

Requests

All requests need to be made by parents on the External Service Provider Request forms and can be sent in via their child's communication book or via email to strathfien-p.school@det.nsw.edu.au

The completed request form must provide the following information:

- Student details
- Contact details of the organisation the therapist is representing, their position and manager's name.
- The type of request being made – e.g., assessment, meeting, therapy session etc.
- Expected outcomes of request and types of activities to be undertaken that are in line with student's current PLSPGoals.
- NDIS Plan documentation (page 2 of NDIS plan outlining goals)
- Details of the therapy requested e.g., dates, times, duration and number of sessions.
- Parent Consent.

Documentation

The following is also required from any External Service Providers before they are able to visit the school:

- Department of Education Clearance Number (including WWCC number and 100 points of ID - see attached
- application forms)
- Personal Indemnity, Public Liability and Workers Compensation insurance.
- Evidence of affiliation with a professional body e.g., Speech Pathology Australia, Occupational Therapy Board of
- Australia.
- Evidence of mandatory training requirements including; ASCIA schools and Childcare Anaphylaxis E-Training
- and DoE's Child Protection Awareness Training online.
- External Provider Engagement Agreement.
- Any other relevant information requested by the family or school.

Approval

- All requests will be considered at the discretion of the Principal/delegate.
- If approved, the teacher will liaise with the therapist/service provider for a suitable time to visit.
- If these sessions are not approved, the therapist/external provider and family will need to organise an alternative arrangement/ venue.
- Service provision is conditional on approval by the Principal or their representative and presentation of necessary
- mandatory documentation.

If these sessions are approved, the Principal or their nominee (Assistant Principal Inclusive Classes) will lead an induction with the External Service Provider including:

General site induction including; signing in, emergency exits, evacuation, lockdown and other emergency procedures, location of facilities (bathroom, kitchen etc.)

- Code of Conduct, Child Protection and Mandatory Reporting obligations under the DDA 1992 and DSE 2005
- First Aid, injury and incident reporting
- Student information
- Supervision
- Communication and privacy
- Complaints Handling
- Records Management

Student absences:

It is the responsibility of parents and carers to directly notify External Service Providers when their child is absent from school or where the school routine will be altered affecting the service on a scheduled therapy session day. Any issues that cannot be resolved should be taken up with the relevant supervisor/ executive member.

100-point check

1. Only one of (i.e no additional points for additional documents) <ul style="list-style-type: none"> 1.1 Council rate notice 1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3 Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> 2.1 Private rental agreement for a period of at least 6 months 2.2 Centrelink payment statement showing home address 2.3 Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> 3.1 Electricity or gas bill showing the service address* 3.2 Water bill showing the service address* 3.3 Telephone or internet bill showing the service address* 3.4 Drivers license or government issued ID showing home address* 3.5 Home building or home contents insurance showing the service address 3.6 Motor vehicle registration or compulsory third party insurance policy showing home address 3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each