



## STRATHFIELD NORTH PUBLIC SCHOOL

### REQUEST FOR EXTERNAL SERVICE PROVISION (For therapists to complete)

Student details			
<b>Student Name:</b>		<b>Date of birth:</b>	
Request details			
Type of Provider	Type of Request	Therapist Details	
<input type="checkbox"/> Speech Therapist <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Behaviour Support Worker <input type="checkbox"/> Other:	<input type="checkbox"/> Meeting <input type="checkbox"/> Assessment <input type="checkbox"/> Therapy at school	Name: Organisation: Email: Contact number: Manager's name: WWCC number:	
Outcomes & Goals			
What outcomes will be addressed and how do they support the student's NDIS goals?          			
Details of therapy requested			
Frequency of Service (e.g. weekly, monthly):	Session Time (e.g. 30 mins):	Duration of Service (e.g. Term 2):	
Details of how this will be provided, i.e. withdrawn from the classroom			
In some cases, the addition of visitors and guests in classrooms can disrupt or divert student focus during therapy sessions. In these cases, more focused therapy/ results can be achieved at external venues. Is the delivery of this service necessary during school hours?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please outline why this is the case.			
Do you consent to providing input into a review meeting with class staff?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

### Additional Documentation

- Department of Education Clearance Number (including WWCC number and 100 points of ID – please complete additional forms attached)
- Evidence of affiliation with a professional body e. g. Speech Pathology Australia, Occupational Therapy Board of Australia
- Evidence of mandatory training requirements including; First Aid Certificate, CPR Certificate, ASCIA schools Anaphylaxis E- Training and Do E' s Mandatory Child Protection Training (please refer to link below for DOE's Mandatory Training)
- Current insurance policies:
  - Workers compensation insurance (or personal injury insurance in the case of sole traders undertaking the work themselves)
  - Professional indemnity insurance for not less than \$ 2 million
  - Public liability insurance for not less than \$ 20 million.
- Any other relevant information requested by the family or school.

#### 100-point check

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

The department's [Mandatory DOE Training](#) is free and available publicly on the MyPL page of the department's website. External provider staff first need to [register](#) as a 'community member' on MyPL and create a login ID and password to access the training. Once successfully registered on MyPL, select the 'browse learning' tab, and use the search facility to locate 'child protection' training. A certificate is awarded upon completion of the training, which can be provided as evidence that the training has been undertaken.

### Disclaimer

- I understand that a decision will be made regarding the provision of therapy services during school hours after extensive, collaborative consultation and negotiation with parents, carers, staff and the Learning & Support Team.

<b>Signature</b>		<b>Date</b>	
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#### School Use only

<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> On Hold/ Review	<b>Signature</b>		<b>Date</b>	
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