



Providing NDIS-funded therapy service at Clarke Road School

Information for providers

This document provides information for providers of NDIS-funded services delivered at Clarke Road School.

NDIS-funded therapy supports and schools

The NSW Department of Education and the National Disability Insurance Agency (NDIA) recommend that therapy services funded through a child's NDIS support plan are best delivered outside of school time. This allows the school to focus on teaching students, and ensures students not miss out on important learning time.

Schools work with both parents and allied health providers to meet the needs of students and support their learning and development. This may include sharing information about the student and what activities might work best to support them. In some cases, where it is suitable, this may mean working directly with the provider in the classroom.

At Clarke Road School the NDIS team is responsible for deciding when and how therapy services are delivered in the school. The NDIS team will make decisions to ensure that all students have minimal disruptions to their learning and without disrupting learning. The

NDIS team will manage any services that come into the school in a way that supports children to continue to take part in classes and school activities.

Providers coming into a school need to meet legal requirements

Before starting work in a school, service providers will be asked to show that they comply with certain legal requirements. This includes a Working with Children Check clearance for all provider staff working in the school. The school will give providers information about these requirements.

Providers will be asked to sign a written agreement with the school. This agreement sets out how they will work in the school, including the agreed times and days for the service to be delivered. The provider will need to record the details of the services that they will provide to individual students in the school. The NDIS team require providers to complete a written summary of activities and/or observations after each session.

The school has the right to stop a provider's access if:

- The provider breaches the DoE's Code of Conduct
- the provider breaches their agreement with the school
- the NDIS team decides the service does not support the student's educational needs or goals
- the service impacts on school operations.

The NDIS team will contact parents and careers before they take this step.

Expectations of NDIS-funded therapy providers when on school grounds

- Before commencing services with a new student arrange to meet with an executive to discuss individual student profile
- The provider is under the supervision of the classroom teacher.
- In the case of an emergency providers are to follow the direction of the teacher or executive.
- When moving across the playground be mindful of what is happening around you, if given a direction by a staff member please follow.
- Class time is to focus on teaching and learning for all students, teachers are not available for discussions. If a conversation is need with the classroom teacher email the school, attention NDIS team.
- Classrooms are busy places please understand that teaching and learning continues for all other students.
- A report or summary is to be provided to the school after every visit within 48 hours.
- A high standard of confidentiality is maintained by all involved in service provision to students
- The NDIS funded therapy provider maintains compliance with the DoE'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.