

# Non-Department for Education Providers Policy and Procedures

This procedure is applicable to: all Department for Education employees at Paringa Park Primary School.

## Document control

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**Revision Record**

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## **1. Title**

Paringa Park Primary School non-Department for Education Private Providers Policy and Procedures.

## **2. Purpose**

To provide the legal framework and school procedures for managing non-Department for Education service providers at the school.

## **3. Scope**

This policy and procedures explains our compliance with Department for Education in the provision of services to children by non-Department for Education service providers in school time and/or on school premises.

## **4. Objectives**

To clearly articulate to the school community the procedures regarding non-Department for Education private providers at school according to the Education Act.

## **5. Procedure detail**

At Paringa Park Primary School we strive to provide high quality education for all children in every class everyday (Wave 1 intervention). The majority of children successfully achieve and develop through these regular high quality class programs. For some children, additional targeted support is required (Wave 2 learners) and this is provided through a range of intervention strategies, both in class and through evidence based programs (such as Minilit, Macqlit and Quicksmart maths). This is funded through the school budget and is data driven. For some of our Wave 2 learners are identified under the Students with Disability policy and therefore work within a Negotiated Education Plan (NEP). Occasionally, for these children support may be required beyond that which can be provided by the school. In the first instance this should be negotiated to occur out of school hours and on outside of school premises under parent supervision. However, if this is not possible then an arrangement may occur with the principal following the Department for Education requirements and must be documented in the NEP.

It is at the discretion of the Department for Education site leader whether a NDIS provider can access the site to provide therapy supports to students. This will be dependent upon:

- qualifications of the provider
- ensuring relevant screening and training has been completed
- the provider holding the correct insurance
- receipt of details where limitations or restrictions have been placed on professional practice
- ensuring there are available facilities
- ensuring there is 'line of sight' with the student at all times
- volume of requests
- educational needs of the student.

Schools are obligated to provide a mandated amount of instructional time and have a duty of care for students therefore it is important that service providers and families are aware that schools cannot

guarantee that non Department for Education service providers can provide services on a school site during/after school hours.

## 6. Roles and responsibilities

Party / parties	Roles and responsibilities
Parents	To negotiate non-Department for Education service provider support for their child through the NEP process.
Principal	To adhere to the Department for Education on non-Department for Education service providers in preschools, schools and educational programs. To determine non-Department for Education service provider involvement in school. To meet all requirements as per non-Department for Education service providers in preschools and schools policy prior to commencing service.

## 7. Monitoring, evaluation and review

This procedure and procedure will be reviewed by governing council annually.

## 8. Definitions and abbreviations

Term	Meaning
NEP	Negotiated Education Plan
NDIS	National Disability Insurance Scheme

## 9. Associated documents

### Guidance documents

See the following documents for further advice and guidance:

Non-DECD service providers in preschools, schools and educational programs

[https://www.decd.sa.gov.au/sites/g/files/net691/f/non\\_decd\\_service\\_factsheet.pdf](https://www.decd.sa.gov.au/sites/g/files/net691/f/non_decd_service_factsheet.pdf)

## 10. References

[non-DECD service providers in preschools, schools and educational programs procedure](#)

[User guide - Licence agreement for non-DECD service providers](#)