

Guidelines for the Provision of Therapy Services Updated 4th April 2025

PURPOSE

This document clarifies and defines the processes for therapy service organisations who seek to work in partnership with Warnbro CHS ESC to provide services during school hours to students attending our school.

RATIONALE

With the introduction of NDIS Warnbro CHS ESC is experiencing an increase in the number of therapists visiting our site. Warnbro CHS ESC is committed to ensuring that therapy organisations share an interest in achieving positive educational outcomes for students through developing and strengthening collaborative partnerships with the Principal, Teachers, Education Assistants/Social Trainers, Parents, Therapists and therapy organisations working within the school setting. The goal of this collaborative approach between education and therapy services is to ensure therapy provision during school hours meets educational outcomes and enhances curriculum access for our students.

THERAPY SERVICES IN THE SCHOOL SETTING

Warnbro CHS ESC appreciates the contribution that therapy services makes to the lives of people with a disability; supporting them to reach their potential and enjoy meaningful relationships and experiences in their community.

In some cases, where therapy is clearly linked to enhancing the attainment of positive educational experiences and meeting outcomes defined in Individual Education Plans, it is appropriate for therapy services to be delivered in the school setting.

ROLES AND RESPONSIBILITIES OF EDUCATION AND THERAPY ORGANISATIONS

The role of school in relation to therapy services is to liaise with families to facilitate any reasonable request for such a service during school hours which will lead to improved educational outcomes.

The role of the therapist when working in schools is to contribute to outcomes in the student's Individual Education Plans, in a planned, collaborative and cohesive manner.

GUIDING PRINCIPLES

- Student safety, wellbeing and educational development is the priority for any therapy service provided in the school setting.
- Schools are ultimately responsible for student educational outcomes. The decision as to whether a therapy service is to operate within the school is at the discretion of the principal.
- Therapy service providers are responsible and accountable to the student and parents for the service they provide.
- A collaborative approach between teachers, therapists, families and carers is in the best interest of the student and will assist in achieving positive educational outcomes.

GUIDING PRACTICES FOR RELATIONSHIPS

- The delivery of therapy services in schools **MUST** be planned and documented in partnership with the school and family or carers. In this way all stakeholders have a clear understanding of their roles and can resolve any arising issues in a collaborative manner.
- The student's educational goals are developed within the school setting through an Individual Education Plan process and Student Review processes. Therapy services delivered in school should link to a student's documented plan.
- Effective relationships between therapists and teachers are responsive and have the flexibility required to meet educational goals where resources and priorities change.
- A high standard of confidentiality is maintained where information is shared between stakeholders.
- Any concerns regarding students or staff should be immediately brought to the attention of the principal.
- Please note that face-to-face meetings with the therapists and teacher may affect NDIS funding, however staff will ensure this time is kept to a minimum.

OPERATIONAL GUIDELINES – Warnbro CHS ESC

The following information provides a list of guidelines and a starting point for discussion between families, school and therapy providers. Decisions around whether to provide school access to externally funded providers will be based on whether it is in the best educational interests of the student for the service to be provided at the school, and the school's duty of care towards all staff and students.

Commencement Schedule for Therapy Sessions

When a service during school hours is proposed for a student, parents **MUST** first use Appendix 1 to establish a request. This must be submitted to the teacher who will liaise with the Deputy Principal to review the continuity between a student's Individual Education Plan and proposed on-site therapy. All on-site therapy must contribute to achieving educational goals. Medical Action Plans and One Page Profiles will also be provided for therapists to read. Timetabled therapy sessions can commence after this consultation has occurred and the Principal has signed Appendix 1.

Mutual negotiation of suitable therapy times

The student's teacher will arrange a mutually agreeable time with the therapist before sessions commence. This will ensure minimal disruption to a student's learning plan.

Eg. therapy will take place:

- Wednesdays at 11.15am
- Fridays after 11.15am

Any changes to planned times will need to be negotiated with the student's teacher. We encourage open communication between staff and therapists. Service providers will need to seek a mutually appropriate time for discussion and consultation with staff. Email is predominantly the best way of contacting Teachers.

Sign In / Out Register

There is a register both in administration and in each classroom. To ensure your safety in the event of an emergency evacuation or lockdown we ask that the therapy register in administration be completed before and after each visit.

Identification whilst on site.

Please wear your identification badge / tag whilst working in the school. If you do not have an identification badge available, please ask the admin staff for a Visitors Badge.

Session Location

Warnbro CHS ESC believes that any provision of therapy services is best conducted in the classroom environment within the context of the timetabled key learning activities. It is acknowledged that in some situations withdrawal may be the most appropriate mode for service provision. Students remain under the duty of care of the classroom teacher whilst on school grounds, therefore a suitable location that can be adequately supervised must be negotiated with the classroom teacher. Refer to Appendix 2 for the school map.

Review of therapy service in school

Whilst our school welcomes the provision of therapy during allocated school time hours it acknowledges that not all proposed therapy sessions are conducive to being conducted in the classroom context. The Deputy

Principal/Principal will review the suitability of a therapy session being conducted during school hours at the end of each semester, or as the need arises, with Parents and Therapists.

COMPLIANCE REQUIREMENTS

Working With Children Check.

Departmental requirements for schools engaging the services of volunteers and contractors will require evidence of:

- Current Working with Children Check
- Nationally Coordinated Criminal History Check or a NDIS Worker Screening Check
- A copy of proof of current insurance to cover their legal liability.
 - public liability (minimum \$20 million and unlimited in the aggregate)
 - professional indemnity (minimum \$5 million).

Your information **may** be submitted to the Department of Education for screening purposes.

Providers are expected to:

- Wear identification at all times on school grounds
- Notify the student's family if there are any changes to the planned services such as a different staff member or change to a scheduled appointment.

Duty of Care

All Department of Education (the Department) employees have a duty of care to protect students from risk of harm that can reasonably be foreseen when students are involved in all school activities, whether on or off the Department site.

Appendix 1

REQUEST FOR SERVICE PROVISION BY THERAPIST TO BE CONDUCTED DURING SCHOOL

This form is to be completed by parents or carers in advance of any WA NDIS service provision commencing in school. One form maybe used for multiple service requests.

Student Name:		Class Teacher:	
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Service Provision Requested	Organisation Delivering Service
<input type="checkbox"/> Speech Therapy	
<input type="checkbox"/> Occupational Therapy	
<input type="checkbox"/> Physio Therapy	
<input type="checkbox"/> Psychologist	
<input type="checkbox"/> Other:	

Expected Outcome of goal or therapy

Frequency of Service	Session Time	Duration of Service
<input type="checkbox"/> Weekly	<input type="checkbox"/> 30 mins	<input type="checkbox"/> Term One
<input type="checkbox"/> Fortnightly	<input type="checkbox"/> 60 mins	<input type="checkbox"/> Term Two
<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:	<input type="checkbox"/> Term Three
<input type="checkbox"/> Once or twice per term		<input type="checkbox"/> Term Four

Will there be a clear link between the therapy service goal and an IEP goal?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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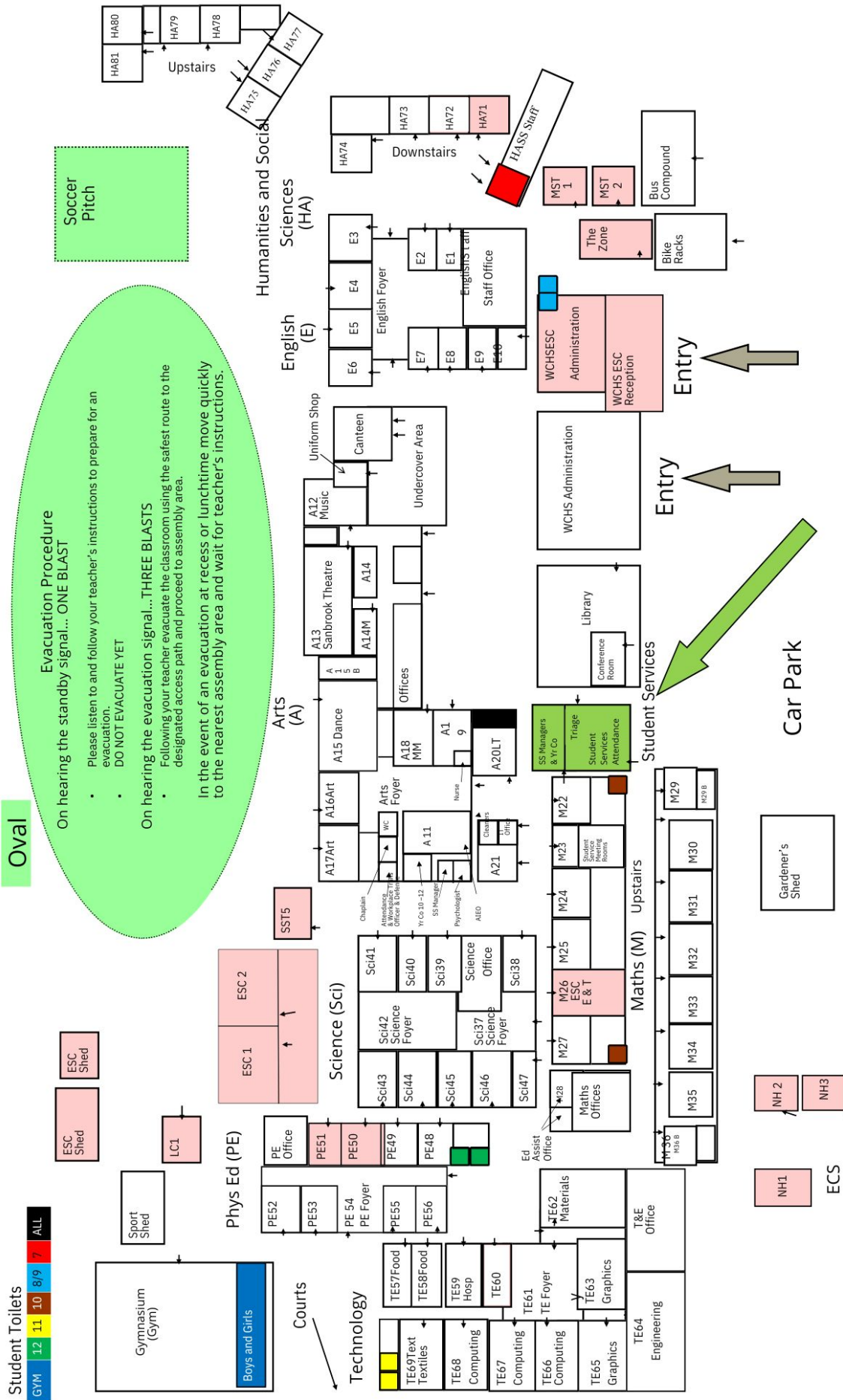
Will the therapist be available to meet with the Teacher?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<input type="checkbox"/> I understand that a decision will be made regarding the provision of therapy services during school hours after approval from the Deputy Principal. <input type="checkbox"/> I understand that should no suitable times or learning spaces be available in my child's class the service cannot commence. The request will be placed "on hold" and reviewed at the end of each semester	Parent Signature
	Date

Approved <input type="checkbox"/>	Declined <input type="checkbox"/>	On Hold/Review <input type="checkbox"/>	Teacher Signature/Date
			Deputy Principal Signature/Date

Type of Therapy			
<input type="checkbox"/> Speech Therapy	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> Therapist Name </div>	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> Signature </div>	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> Date </div>
<input type="checkbox"/> Occupational Therapist			
<input type="checkbox"/> Physiotherapist			
<input type="checkbox"/> Psychologist			

Appendix 2



Appendix 3

Request for Therapy Service to be Conducted During School Hours

