

Fact Sheet

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

We recognise that at times, non-DECD service providers may request to provide services in schools to assist children and young people who have a disability, learning difficulty or other additional needs.

The **non-DECD service providers in preschools, schools and educational programs** procedure is in place to help manage requests and this fact sheet provides DECD sites, non-DECD service providers, and families with information to support the practical implementation of the procedure.

The procedure applies to requests from service providers to attend a preschool or school during school hours to provide direct assistance or educational programs to children and young people including:

- parents, organisations or personnel who are independent of DECD eg occupational therapists, speech pathologists, psychologists, physiotherapists, social workers or private tutors
- non-DECD services funded through National Disability Insurance Scheme (NDIS), Medicare, mental health care or similar.

Responsibilities of site leaders

Site leaders are responsible for the care, supervision and wellbeing of all learners and staff at their preschool or school at all times, including while receiving services delivered by non-DECD service providers.

The procedure includes providing **line of sight supervision** for children with disability or additional needs when receiving services from non-DECD service providers.

The way 'line of sight' supervision is provided will depend on the specific circumstances and layout of the school.

Approving or declining requests from non-DECD service providers

The preschool director or school principal can approve or decline direct services to children or young people in their school or preschool.

There is no obligation to either accept or decline a request. The decision will be made on a case-by-case basis for each child or young person at the preschool or school and in negotiation with parents. The Record of Decision Making Checklist is designed to support the site leader in making these decisions.

Download the procedure

The 'Procedure for non-DECD service providers in preschools, schools and educational programs' is available from the DECD website. Link: <https://www.decd.sa.gov.au/supporting-students/children-special-needs>

Providers can request associated documents including the Licence Agreements from the principal or director.

For parents and guardians

Requesting services from a non-DECD service provider during preschool or school hours

Parents and guardians will need to:

- Sign a form that details their request. The form is available from the preschool or school.
- Negotiate with the preschool director school principal about whether the service:
 - can be delivered at the preschool/school during school hours
 - will significantly impact on the child/young person's learning and access to their 15 hours of eligible preschool or 1600 minutes of mandated instruction time in school, as required in the Education Act 1972.
- Negotiation with the school principal will be required in the event that a child/young person is required to be withdrawn from school during school hours to receive regular and ongoing services delivered by a non-DECD service provider. The principal will apply for a conditional or part-time exemption from school for these times.

For non-DECD service providers

General

Negotiation is required between site leader, teacher, and parent/guardian and service provider to provide services within or during school or preschool hours. This will include:

- whether there will be a significant impact on any child's learning and/or impact on an educator's program delivery
- availability of space and time in the timetable
- whether the services fit with the child's learning goals.

Expectations when delivering a direct service during preschool or school hours

Service providers will be required to:

- provide documentation as detailed in the procedure
- complete a formalised "Licence Agreement between the Minister for Education and Child Development and Non-DECD Service Provider". This is available from the child or young person's preschool or school.

About the Licence Agreement

A signed Licence Agreement is required for each child/young person that the non-DECD service provider works with.

- Part A (Licence Agreement) is required when an organisation provides services to a number of children/young people within one site.
- Part B (The Service Schedule) is required for every child or young person Part B details the service that will be delivered to the individual child.

Costs to use facilities

Preschools or schools may choose to charge fees for the use of space and to deliver the service in their school site. Any costs will be in line with DECD 'Community use of school and preschool facilities' charges. Instructions for community use of facilities are available from the DECD website www.decd.sa.gov.au