BATEAU BAY
PUBLIC SCHOOL
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2A Waratah Street, Bateau Bay NSW 2261

Externally Funded Service Providers - Provider Form

The primary purpose of schools, under the Education Act 1990, is to deliver the curriculum to all students. The NSW Department of Education (the department) recognises that externally funded service providers have a role in delivering services to children and young people with additional health, disability and wellbeing needs that support their participation in school. In some circumstances it may be appropriate for these services to be delivered at school.

The department has established processes to support schools to meet legislative and policy requirements when considering whether to grant access to an externally funded provider to deliver its services to students on school premises and during school hours. Decisions around whether to provide access to externally funded providers are a matter for the school principal, based on whether it is in the best educational interests of the student, and considering the school's duty of care towards all staff and students.

Principals have discretion to grant or not grant school access to an external provider, taking into consideration:

- the impact of the service on curriculum requirements and the student's participation in learning activities,
- the extent to which the service supports the student's learning needs or enhances access to education,
- the impact of the service on other students and/or the operations of the school.

Before Services Begin

Before services begin, you must complete the external provider service agreement, provide documentation to the school (see below), return Externally Funded Service Providers – Provider Form (below) and ensure screening clearance is completed. The information and checklist for external providers outlines what is required. We also ask that you complete and sign the acknowledgement below and return to the school with you provider agreement and documentation.

These requirements are essential for ensuring the safety and wellbeing of our students. By providing us with the necessary documentation, you demonstrate your commitment to the welfare of children and your compliance with our school's safety policies.

Time and Dates of Visits

To meet curriculum requirements and ensure the best interests of the student and school, once approved external providers may only attend Bateau Bay Public School during the following times (school term only, Monday to Friday):

9:50 – 10:50 (1 hour)

10:20 – 10:50 (30 minutes)

12:30 -1:30 (1 hour)

1:00 -1:30 (30 minutes)

2:15 – 2:45 (30 minutes)

It remains the responsibility of parents and caregivers to advise providers if their child will be absent from school or if there is a school activity on the day of support.

Please note that External Providers will not be permitted to visit students until Week 6 Term 1 2026.

Externally Funded Service Providers – Provider Form

BATEAU BAY PUBLIC SCHOOL
En Evant - Go Forward

Your Full Name: _____

Date of Birth: _____/ _____/ _____

Company/Business Name _____

Service being provided: _____

Contact Number: _____

Email Address: _____

Name of student providing service for: _____

Acknowledgement

Please read and tick to acknowledge the following requirements set by the NSW Department of Education:

☐I acknowledge and understand that all support sessions must be conducted in direct line of sight of the student's classroom teacher (e.g., seated outside the classroom) and that sessions must begin and end at the agreed time. *

☐I acknowledge and understand that I am unable to request a private or uninterrupted space to conduct support sessions. *

☐I acknowledge and understand that I must leave the school grounds after my session and cannot remain on-site until the next scheduled session. *

☐I acknowledge and understand that I cannot speak with the classroom teacher before or after sessions, and school administration staff will not provide teacher contact details. Requests may be left with administration for the teacher to respond. *

☐I acknowledge and understand that without parent/carer written consent, I am unable to provide support sessions for a student. *

☐I acknowledge and understand that if a student is absent, it is the parent/carer's responsibility to notify me directly. The school cannot provide attendance details over the phone, and sessions will not be rescheduled. It is my responsibility, together with the parent/carer, to organise alternative support outside school hours if necessary. *

☐I acknowledge and understand that the principal may withdraw or revoke permission for on-site sessions at any time if requirements are not met. *

☐I acknowledge that I am required to complete a therapy update form and provide it to the school within two weeks of the session.*

Thank you for acknowledging the requirements set by the NSW Department of Education.

Next Steps

Please send this completed Provider Form via email along with

1. Your completed Externally Funded Service Provider Agreement
2. A copy of your Working with Children Approval Letter
3. A copy of government issued ID
4. Workers Compensation or Personal insurance Cover
5. Certificate of currency – Personal Indemnity/Public liability
6. Certificate of DET mandatory Child Protection Training

Once we have all the documentation we will

1. Review all paperwork you have provided
2. Ensure you are cleared on our system
3. Contact you to advise that everything has been approved, and you may come on-site for your visit

Please do not come onto the site until we have contacted you. You will not be allowed to provide support to students until you have been contacted by the school. If you have any questions or require further clarification, please do not hesitate to contact the school on 02 4332 8000.

Thank you for your cooperation and understanding. We value your commitment to providing a safe and nurturing environment for our students.