External Provider Flowchart for Schools



Step 1

Request & Approval

Principal or delegate ensures the service aligns with student learning goals



- Has a written parent request been received?
- Does the students personalised learning support plan align with the therapy?
- Will the supports enhance attendance and learning?
- Use the <u>Information</u> <u>for principals</u> when making your decision.





NO → Inform provider and parents of the decision

Step 2

Provider Documentation

Principal or delegate verifies all required documentation



- Give the provider the: Information and checklist for external providers
- Check if provider is on the <u>Specialist</u> <u>allied health</u> <u>services for schools</u> and follow appropriate steps in <u>Principal checklist</u>
- Use <u>digital</u> <u>declaration</u> process to initiate and conduct document checks

Step 3

Parent/Carer Consent

Principal or delegate ensures parents sign consent before services start



- Ensure parent/carer signs the <u>Permission</u> form for parents and carers and understands their responsibilities
- Give the parent the: <u>Information for</u> <u>parents and carers</u>

OR

 Parent and carer fact sheet (Easy read)

Step 4

Induction & Onboarding

Principal assigns a school contact and oversees induction



- Fact sheet for providers on mandatory child protection roles and responsibilities
- Complete the <u>School</u> <u>induction checklist</u> and ensure <u>screening</u> <u>clearance</u> prior to service delivery
- Complete and sign <u>External provider</u> <u>engagement</u> <u>agreement</u>

Step 5

Service Delivery

Principal monitors performance and tracks student progress



- Who will book therapy sessions?
- How will therapy be delivered and embedded?
- Who needs to know what in the school setting?
- What is the process for staff to raise concerns?

Step 6

Review & Compliance

Principal ensures annual renewal of required documents



Set a clear review process:

- · Progress tracking
- · Staff feedback
- Alignment with goals
- Improved student learning
- Timeframe
- Continue therapy or not



Embedding goals:

- Personalised Learning and Support
- Collaboration with Allied Health Providers
- Personalised learning and support in NSW public schools

Explore more information by visiting the department's Externally funded service providers webpage or scanning the QR code. Learn about annual checks, insurance requirements for sole traders, and guidelines for one-off provider visits. Explore now for essential insights!

