

# Externally funded service providers delivering allied health, disability, wellbeing and behaviour support services to students

## Principal checklist for services engaged by parents/carers to deliver to students at school

Refer to [Externally funded service providers delivering health, disability and wellbeing to students – Information for Principals](#), and [Externally Funded Service Providers - Engagement Agreement](#) for more details.

Important: all staff from external service providers must individually meet the necessary requirements when delivering services to students. This includes staff working under the department's [Specialist Allied Health and Behaviour Support Provider Scheme](#) (the Scheme). For providers within the Scheme, some organisational requirements are pre-verified during the pre-qualification process, so schools do not need to collect this evidence.

Separate checklists are available to guide schools through the provider induction process and for external providers seeking school access.

For assistance with parents and carers who have limited English proficiency, are deaf or hearing impaired, or have a speech impairment, visit the [Interpreting and translations](#) website.

The school must keep a copy of the completed checklist and confirm the provider's pre-qualification status on the Specialist Allied Health and Behaviour Support [database](#) to determine which checklist column to use.

Checks/requirements to be met prior to service delivery	Pre-qualified provider Providers on the Specialist Allied Health and Behaviour Support Provider Scheme engaged by parents/carers	Non pre-qualified provider All other Allied Health and NDIS service providers engaged by parents/carers	Comment
The school has a documented request from the student's parents or carers for externally funded service delivery at the school.	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The school has had discussions with the student's parents or carers (and the provider, if required) regarding service delivery arrangements, including times, place of delivery and frequency of service.</p> <p>These discussions should also cover requirements for parents/carers to:</p> <ul style="list-style-type: none"> <li>a. provide written consent to the agreed service delivery arrangements</li> <li>b. provide written consent for the sharing of information related to the provider's services to the student</li> <li>c. notify the school if they terminate the provider's services</li> <li>d. notify the provider if student will not be at school on a day scheduled for service delivery at the school.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	



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The student's parents/carers have submitted a signed <a href="#">permission form</a> for the school to collect and disclose information about the student and to share relevant information to the provider as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
<p>All provider staff must have their WWCC status screened by the department before they can deliver services at a NSW public school. This is so that school staff can check the WWCC status of provider staff in eCPC when they attend the school.</p> <p>Provider staff who have not been screened in eCPC need to provide the school with:</p> <ol style="list-style-type: none"> <li>complete the <a href="#">Declaration for Child Related Workers</a></li> <li>provide Working With Children Check (WWCC) clearance details</li> <li>meet <a href="#">proof of identity</a> requirements</li> <li>not be on the department's Not to be Employed database.</li> </ol>	As part of the Scheme, provider staff are pre-screened by the department. Schools must continue to check the WWCC status of provider staff in eCPC. Any provider staff not yet screened in eCPC can provide clearance and proof of identity documentation to the department directly (at <a href="mailto:sahs@det.nsw.edu.au">sahs@det.nsw.edu.au</a> ) for processing.	<input type="checkbox"/>	<p><b>Remember to always check eCPC first.</b></p> <p>Provider staff that have met the appropriate requirements in eCPC don't need to be re-screened by schools. In such cases, provider staff only need to show photo ID with date of birth details (e.g. driver's licence) on arrival for schools to cross check in eCPC.</p> <p>If not cleared on eCPC, provider staff must be screened as a Volunteer/ Contractor at least 48 hours prior to the first engagement.</p> <p>If the provider is delivering services over an extended period, the school should check the provider's status on eCPC prior to services starting, and at the beginning of each subsequent school term. Schools should keep some form of evidence of these checks e.g. screenshots. Further information can be found on the <a href="#">screening</a></p>

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			<a href="#">catalogue for schools</a> on the Human Resources Intranet page.
<p>Provider staff have submitted evidence of having completed the department's Mandatory Child Protection Training, or other suitable alternative training program developed by the provider for its staff, within the last year.</p> <p>Refer to Attachment A of the <a href="#">External Provider Engagement Agreement</a> for further information.</p>	Not required	<input type="checkbox"/>	<p>This requirement is not applicable to staff of providers approved under the <a href="#">Specialist Allied Health and Behaviour Support Provider Scheme</a> as these providers must meet this requirement as part of their qualification to the Scheme. Schools may request evidence of training completion however, this is not required.</p>
<p>Where a school has determined that the provider should undertake specific health care training for a specific circumstance or student (e.g. CPR, <a href="#">ASCIA anaphylaxis training</a>), provider staff have submitted evidence of that training.</p> <p>Refer to Attachment A of the <a href="#">External Provider Engagement Agreement</a> for further information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>The provider has submitted evidence of currency of the following insurances:</p> <ul style="list-style-type: none"> <li>Workers Compensation (unless provider is a sole trader)</li> <li>Professional Indemnity (for at least \$2 million for any single occurrence and in the aggregate)</li> <li>Public Liability (for at least \$20 million for any single occurrence and in the aggregate).</li> </ul>	Not required	<input type="checkbox"/>	<p>This requirement is not applicable to providers approved under the <a href="#">Specialist Allied Health and Behaviour Support Provider Scheme</a>.</p> <p>The required insurances must be in the name of the provider, not in the name of the individual therapists engaged by the provider.</p> <p>The expiry date of certificates of currency need to be diarised and updated copies need to be obtained as needed.</p> <p>Sole traders only need to satisfy professional indemnity and public liability insurance requirements.</p>
Any issues in relation to the use of school facilities and/or equipment, or the use of provider equipment on school premises have been raised and resolved.	<input type="checkbox"/>	<input type="checkbox"/>	

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An <a href="#">External Provider Engagement Agreement</a> has been signed between the school and the provider (where an existing Agreement with the provider does not exist).	<input type="checkbox"/>	<input type="checkbox"/>	<p>Note that providers approved under the <a href="#">Specialist Allied Health and Behaviour Support Provider Scheme</a> still need to have an Engagement Agreement where they are accessing the school as an externally funded provider.</p> <p>Ensure that the correct provider is named in the agreement. This means that the correct legal name of the provider must be inserted, as well as the corresponding ABN (the ABN can be looked up at: <a href="https://abr.business.gov.au/">https://abr.business.gov.au/</a>).</p> <p>The person(s) signing on behalf of the provider must have authority to bind the provider.</p>
A separate schedule to the <a href="#">External Provider Engagement Agreement</a> for each student (or group of students) is in place.	<input type="checkbox"/>	<input type="checkbox"/>	
Provider has submitted consent form signed by parents and carers to allow the provider to share information with the school (see attachment within External Provider Engagement Agreement).	<input type="checkbox"/>	<input type="checkbox"/>	