



SERVICE PROVIDER POLICY & PROCEDURE

POLICY

VISION

Saint David's Parish School is a vibrant, inclusive, Catholic community inspired by St Mary MacKillop fostering faith and learning so as to nurture optimistic, compassionate people of the world.

PURPOSE

The purpose of this policy is to articulate the requirements and the code of conduct for private service providers including allied health professionals wishing to utilise the facilities at Saint David's Parish School for the purpose of providing allied health services to the students of our school.

POLICY

Students of Saint David's Parish School receive a variety of allied health services within NDIS funding and access those services during school hours and on school site. Wherever possible, individual rooms and spaces for one to one support will be provided.

Any service provided on site in school time should be directed towards assisting a child to meet the requirements of the Australian Curriculum. Services provided by private service providers should not disadvantage a child's learning by reducing their access to areas of the curriculum.

The decision to have private service providers at Saint David's Parish School working with a student is always made by the Principal or delegate and includes assessment of the child's educational needs, the impact on the child's learning outcomes and the ability of the school to provide an appropriate space for this service. If approval is given, service providers may only work with the child who has been granted approval.

In consultation with parents/caregivers, observations will only be approved where it is deemed by the Principal or delegate to be a necessary part of the assessment process. Due consideration needs to be given to confidentiality and the privacy of all students within the school environment. Assessments by private providers may be conducted at the school at the Principal's discretion.

PROCEDURE

Service Providers will provide the school with:

- A current Working with Children Check (WWCC) and current Responding to Risks of Harm, Abuse and Neglect – Education and Care Certificate (RRHAN-EC) (full day and any refresher training)
- A copy of certificate of currency. Any professional indemnity coverage is to be at the provider's risk.
- A copy of professional qualifications
- A copy of learning goals and progress reports if requested
- A signed Service Provider Induction

CODE OF CONDUCT

Service Providers are expected to actively contribute to a school culture that respects the dignity of its members and is committed to the school values of Faith, Respect, Community and Excellence.

Service Providers should:

- Respect the moral values, teachings and ethos of the school
- Show integrity at all times and conduct themselves in a manner that will not discredit the school
- Respect the privacy and confidentiality of private and sensitive information and disclose such information only to authorised persons
- Strive for open, positive and honest communications with the school and its community
- Bring to the attention of the Principal or their delegate any matters of concern that might arise during the course of their work at the school
- Ensure that written and verbal communication (including the use of social media or other online forums) does not bring the school's reputation into disrepute
- Refrain from discussing private and confidential matters with those outside of the school community

- Demonstrate respect for the privacy of students of the school, including through the use of technology and social media.

NON-COMPLIANCE

The Principal (or delegate) reserves the right to cease the arrangement in place with any service provider who behaves in a manner that does not comply with the Code of Conduct listed in this document.

SUPPORTING DOCUMENTS

Duty of Care Policy
Pastoral Care Policy
Privacy Policy

DATE FOR REVIEW

Implemented:	2023
Ratified by School Board:	2023
Next Review:	2026