Eglinton Beach Primary School: Therapy Providers Procedures

At Eglinton Beach Primary School, we recognise that therapy provides support, intervention, and access to key skills for growth and individual success. To achieve this success, collaboration, and communication is required from the school, families and allied professionals, to ensure we are working towards a common goal.

When accessing therapy during school hours, there are a chain of documents and processes which are required before therapy can begin. No therapy will occur within the first 4 weeks of term one, as this is essential time for staff to form relationships with the students, and for pre-therapy documents to be processed. This process is outlined below, and varies slightly for at school and off-site therapy.

Initiating therapy

As per the Departments requirements, all therapy must be initiated by the family, not the therapist. This is done through contacting the school for a Parent/Carer Request form, completing the details, and returning to the school. This will then be reviewed, and the family will be notified if the therapy can proceed during school hours.

Developing a service schedule

If the therapy request has been granted, the school will forward through several key department and school documents to facilitate the development of a service schedule. This includes:

- The Department of Educations Service Schedule planning form (to be completed by both the family and therapy providers)
- Available therapy times and locations for the student. Please note, due to limited attendance kindergarten students are only able to have one therapy provider on site each week, and no therapy sessions will take place in classrooms to minimise disruptions.
- Service Provider Insurance requirements information sheet
- Service provider documentation checklist.

These documents provide crucial information to support planning and implementation of onsite therapy, including;

- the purpose of the therapy,
- how it is adding value to the school program and links to their documented plan,
- when, where, and for how long the sessions take place,
- duty of care requirements for the allied professional,
- cancelation procedures
- behavioural and medical considerations

Once these documents have been completed, all necessary documents attached and signed, they should be returned to the school for review. If approved, the family and therapy providers will be notified via email of the approval, therapy start date, time and location.

Off-site therapy

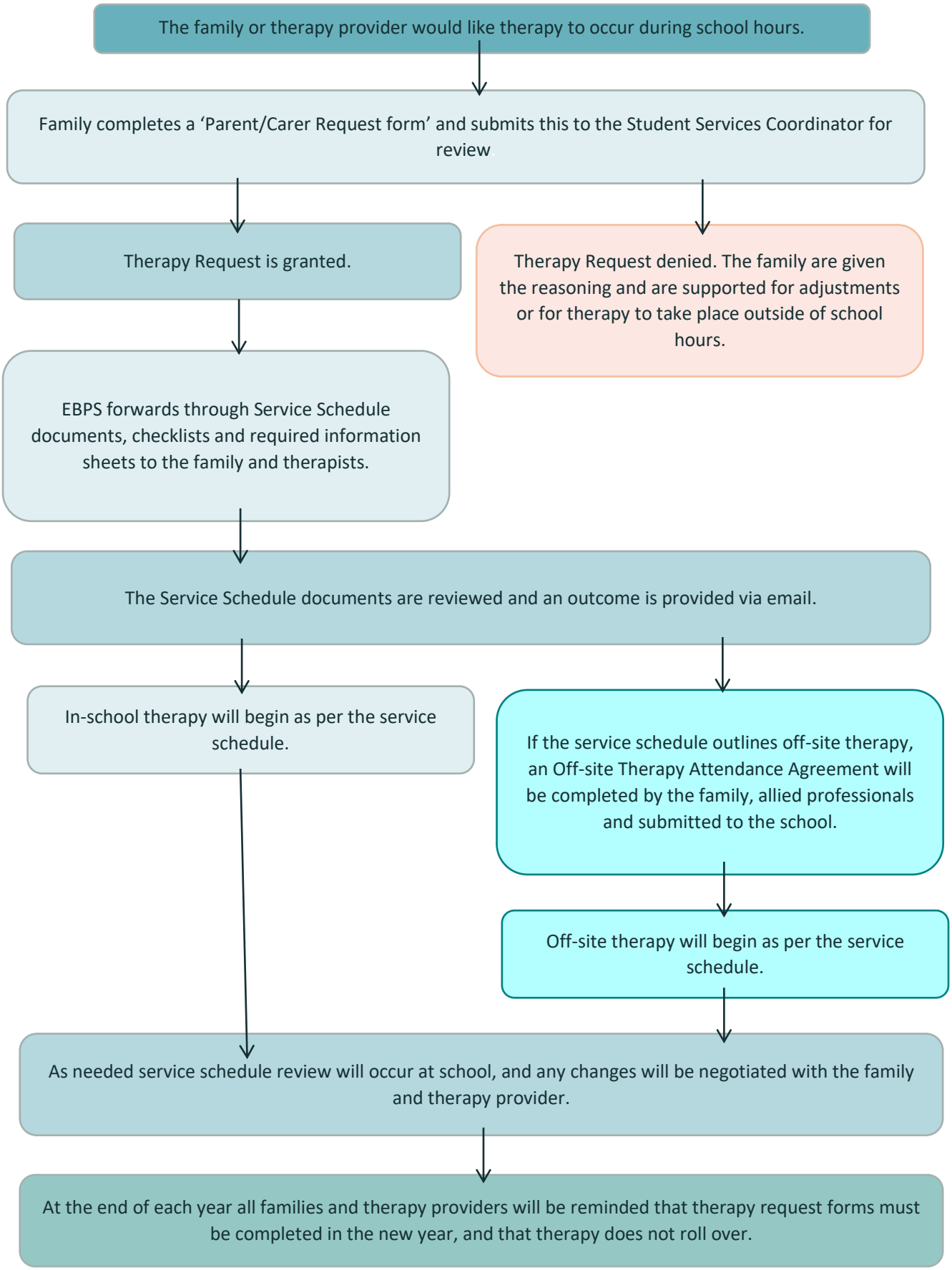
If the therapy is to occur during school hours, but off-site, an Off-Site Therapy Attendance agreement must be completed. This document supports the school to manage student Attendance while a student is away from school, but is not absent for a typical reason such as illness. This is to be completed by the family and allied professional before therapy commences.

Review of therapy service schedules

All service schedules are to be reviewed each semester, to ensure all strategies, timing and outcomes are still proving successful. If there is a change in circumstance from any party, or a new therapist takes over, the service schedule must be reviewed.

The outlined therapy process will occur yearly, with all families required to complete their request form at the beginning of each year – therapy will not transfer over from year to year. This is due to the changes in classrooms, staff, student needs and therapist availability.

Termination of therapy

The Department of Education notes that all decisions regarding in-school hours therapy is at the discretion of the school, and many factors are taken into account when accepting or declining a therapy request. Therapy can be cancelled by the school at any time for any reason, including if the service schedule is not being adhered too, or it is deemed not appropriate. This will be communicated to the family and therapy providers by the Student Services team in the event this occurs.

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