

WAUCHOPE HIGH SCHOOL



www.wauchope-h.schools.nsw.edu.au
wauchope-h.school@det.nsw.edu.au
Nelson Street Wauchope NSW 2446
Phone: 02 6585 1400



Dear External Service Providers,

Our school recently reviewed the processes and requirements for allowing externally funded therapists to conduct student sessions on school grounds. This process is quite an administrative burden on schools and requires extensive work to ensure we meet our students' duty of care, education and wellbeing needs.

In 2024, many therapists attended our school, providing many of our students' extensive hours of therapy each day. As you can appreciate, collating the information, discussing student goals and scheduling around an already full school curriculum is complex and time-consuming.

Decisions around providing school access to externally funded providers are at the discretion of the Principal, who collaborates with the Learning and Support Team. Approval for on-site therapy depends on whether it is in the best educational interest of the student for the service to be provided at school, whether the school can provide a space suitable at a time suitable to all parties, and if the necessary supervision is available.

To allow for consultation with our timetabling team and check allocated space and time with individual teaching staff programs, no external provider will be allowed on site prior to week 5 of the school calendar year.

In your pack you will receive this Principal letter for external service providers, the Macleay Valley Public School Guidelines for Therapy Provisions that will outline the process and the NSW Department of education – organising for your child to get NDIS-funded support at school pack and the school induction checklist which includes links to the code of ethics and conduct, working with children check policy, child protection policy and complaints or disputes forms

As part of this process, we will need you to complete the following forms:

1. School induction checklist for providers.
2. Service Providers Consent form.
3. Parent & Guardian permission note.

Please supply the following information with the paperwork.

1. WWCC number of each member of staff attending this site.
2. Mandatory Child Protection Training Certificate
3. Workers Compensation Insurance or Personal Insurance
4. Professional Indemnity no less than \$2 million
5. Public Liability insurance no less than \$20 million
6. 2x Government Issued Identification types such as Driver's License and Medicare card

Please provide new copies of insurance certificates or documentation if renewed throughout the year.

If staff are not currently in the Department of Education's WWCC system, we will need to screen you three weeks before your first on-site session. The Department of Education requires all volunteers, external providers and Department staff to be screened, providing probity clearance and working with Children Check results.

If you would like to discuss this further, please contact the school office on (02) 65851400, and ask for the Learning Support Team. We would appreciate it if you could provide all the above forms and documents to us as soon as possible so we can begin collating and assessing the documentation.

Yours sincerely

Anna Reynolds
Principal.