



POLICY AND PROCEDURE

Document Name:	NDIS Therapy Sessions at CELC services
Review Dates:	July 2025
Review Cycle:	1 year
Approved By:	Director
Approval Date:	10 th July 2024

NDIS THERAPEUTIC ACCESS AT CELC SERVICES

1. PURPOSE

Catholic Early Learning and Care is committed to providing a positive and engaging environment for all children and Educators at the Service. Our services recognise that there are children in our care who are supported by NDIS services and therapists. The purpose of this procedure is to facilitate clear communication and expectations between services, families and providers.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. CONSIDERATIONS

This policy should be read in conjunction with **CELIC Provider Fact Sheet**, which outlines the processes to that parents must take to request approval for a Provider to access the CELC service.

The parent/s must complete the steps outlined in the **CELIC Provider Fact Sheet** and complete the associated Form in OWNA (Childcare Management System).

Should the Nominated Supervisor receive a request from third parties to use CELC facilities consideration must be given to the following, in consultation with their Operations Manager:

- The impact on the OSHC or Early Learning program due to the child's potential withdrawal from the group;
- For OSHC children, the accessibility of the child's PLP (Personalised Learning Plan), as shared by the school or parent and how the support provided aligns with the educational goals of the child;
- The functional needs of the child, as well as access and participation within OSHC or Early Learning environment;
- The future likelihood of multiple service providers seeking access to multiple children and the impact this would have on OSHC or Early Learning resources (including rooms, physical space, increased administration and planning, and staffing) and interruption to the program;
- How information that may be disclosed during external provider sessions is communicated confidentially with relevant OSHC or Early Learning staff;
- Reporting and confidentiality obligations of CELC and external provider.

4. OUTCOME

The Providers will not be able to access a CELC service and deliver support to a child until all of the steps outlined in **CELIC Provider Fact Sheet** are completed, including the signing, by all parties of the Access Agreement.

The provider must, at all times, facilitate communication with the relevant CELC Centre at all times and a nominated contact person in the service maintains documentation as per an agreed communication plan.

Providers must sign in and out of the Centre on OWNA.

Providers must attend sessions wearing uniform or appropriate professional identification.

Providers will not have access to CELC computers, emails or photocopying equipment.

5. CONFIDENTIALITY

All matters related to children's therapy visits will be addressed in a confidential manner.

6. ENQUIRIES

Catholic Early Learning and Care Director - admin@cclc.catholic.org.au

7. APPROVAL



Alison Forster
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Catholic Early Learning and Care

Date: 10/07/2024