

External Therapeutic Provider Access to Cairns Catholic Early Learning and Care Services

PROVIDER FACT SHEET

This fact sheet provides important information for External Therapeutic Providers engaged to provide non educational support at CELC Services, during operational hours.

KEY INFORMATION

- The Providers considered here are those paid by parents/ NDIS
- The Providers do not replace the program provided by CELC Services
- The Providers do not have an automatic right to access CELC Services
- In exceptional circumstances, the Director, CELC, will consider parent requests for the Providers to deliver therapy, while being mindful of:
 - their non-delegable duty of care to the safety and wellbeing of all children and their privacy
 - the impact on the child's participation and engagement
 - the educational benefit to the child
 - the impact on other children and their participation and engagement in the program
 - workplace health and safety
 - the good management and running of the CELC Service, including physical space available



CELC SERVICES AND THE PROVIDERS

CELC is committed to delivering high-quality education and care for all children. All CELC Services provide reasonable adjustments to enable all children to have full access and participate in all aspects of the program.

CELC recognises the value of external therapeutic services provided by the Providers which contribute to the lifestyle and wellbeing of children; however, they are therapeutic services and not educational services.

Under exceptional circumstances, parents may request that the Providers deliver therapeutic programs during operational times at either Early Learning, Kindy or OSHC. In partnership with the Nominated Supervisor, the Director will consider and make decisions about requests from parents for the Providers to work with children at the service on a case-by-case basis.

RESPONSIBILITIES OF NOMINATED SUPERVISORS

- The Nominated Supervisor is responsible for children's safety and wellbeing and cannot delegate this to another person, including the Providers.
- It is critical that the Nominated Supervisor and Educators ensure children are safe at all times..
- The Nominated Supervisor is also responsible for the day-to-day management of the service.
- The Nominated Supervisor is required to comply with privacy legislation in respect of children's information and the personal information of staff, parents and others; maintain the good management and order of their service; and workplace health and safety.



GUIDELINE AND PROCEDURE

CELC's External Therapeutic Providers (User Pay) – Guideline set out the process for considering requests and enabling access to occur. Where access is agreed by the Director, this relates only to the child/ren for whom they have consent.

Steps before access can occur:

The Providers will not be able to access a CELC service and deliver support to a child until all of these steps are completed. The following steps must be taken:

1. The parent makes a request for the Provider to access the CELC service

The primary relationship regarding the child is between the CELC Service and the parent. Parents will complete an External Therapeutic Provider Request Form.

To complete the form, they may seek information from the Providers including:

- the business name of the Provider
- the names of the Provider's staff who will be providing the support at a CELC service
- when the support is to be provided including the days of the week and times the support is to be provided
- how often the support will be provided and for how long
- why the support needs to be provided at a CELC service and not externally

The child's parent/s may ask the Providers for this information. CELC will not meet the costs associated with providing this information.

As each decision is made on a case-by-case basis, and to take into account the needs of each child, a new External Therapeutic Provider Request Form will need to be completed for each request even if the Provider is already delivering support or other services at the a CELC service. The Providers cannot make requests for access directly to the CELC.

2. If required, the Nominated Supervisor or 2IC seeks additional information from parent/s

Further information may be needed from the child's parent/s to make a decision. This may involve a face-to-face meeting. The Providers may be

asked to attend the meeting or be asked by parents to help provide further information to CELC. All information at this stage must be provided by the parent to the CELC service.

3. The Nominated Supervisor or 2IC notifies the parent of the decision

The Nominated Supervisor or 2IC will write to parent/s advising them of their decision.

4. The Provider provides information to CELC

Once the Nominated Supervisor or 2IC's decision is made, the Provider will need to provide copies of the following information to the CELC service:

- working with children (e.g. Blue Card) clearance details
- photo identification, such as a valid Driver Licence or Proof of age card
- workers compensation insurance (or personal injury insurance in the case of sole traders undertaking the work themselves)
- professional indemnity insurance for not less than \$2 million per claim
- public liability insurance for not less than \$10 million per claim
- Details of any proposed use of service equipment or materials

5. All parties sign the Access Agreement

The Access Agreement sets out the responsibilities of the CELC service, parent and the Provider. The Nominated Supervisor or 2IC, parent/s and The Provider must sign the Access Agreement before access can occur. The Access Agreement will include a date when access will begin and end which will not exceed the calendar year. At the end of the Access Agreement parents must submit a new External Therapeutic Provider Request Form for consideration.

