

Communication is the foundation of learning at The Grove. We are committed to providing communication opportunities and supports for all students so they can experience success. It is an integral part of our teaching & learning program as it enables our students to understand others and express themselves.

The National Disability Insurance Scheme provides significant opportunities and additional supports. Careful management and coordination of these services is required to ensure clients get the maximum benefits.

Our aim is to work collaboratively with our allied health teams to provide a communication rich environment across the whole school day. To this end therapists must work within our policy frameworks (Behaviour Code and Communication Policy.) and their programmes must support our students' learning goals, as outlined in their OnePlans.

Copies of relevant student goals will be made available upon request.

While we are under no obligation to accept a request to provide direct services to our students, our intention is to support families and students where possible. Decisions will be made on a case-by-case basis, for each student, in negotiation with their family and class teacher.

To ensure coordination of service provision we will require all service providers wishing to provide services on-site to complete an Induction process.

To complete The Grove Induction process you will need to provide:

- A copy of your DCSI (Criminal History Check)
- Proof of RAN training
- A copy of your Service Agreement, signed by a parent/carer
- A copy of your programme

Induction sessions are held at The Grove on Tuesdays at 9:15am in week 2 and 6 of each term and run for about 45 minutes.

Therapy times must be negotiated directly with classroom teachers and any changes in time, temporary or permanent, must also be negotiated. In the case of temporary changes, an appropriate amount of advance notice will be expected (at least 1 week).

Therapists will be expected to support students in their classrooms unless otherwise negotiated with the classroom teacher.

To minimise interruptions, therapists who wish to communicate with staff need to do so outside of class time.

Therapists will provide a written summary of each session to families and class teachers. (Triplicate sheets, emails)

The Grove reserves the right to terminate services should any breach in this agreement occur.

The site or the Service Provider may end this agreement by advising the other party in writing.

Service Provider INDUCTION CHECKLIST

	YES	NO
I have provided the site with: <ul style="list-style-type: none"> • A current copy of your DCSI (Criminal History Check) • Proof of RAN training • A copy of your Service Agreement, signed by a parent/carer, and including an outline of how you will communicate with families and teaching staff regarding your programme. • A copy of your programme 	<input type="checkbox"/>	<input type="checkbox"/>
I have received the Grove Education Centre induction package	<input type="checkbox"/>	<input type="checkbox"/>
I have been on a guided tour of the worksite	<input type="checkbox"/>	<input type="checkbox"/>
I have been made aware of the following information: <ul style="list-style-type: none"> • Mission and Vision Statements • The Grove Behaviour Code • The daily school routine • Emergency procedures – evacuation and lockdown • Workplace Health and Safety Management. Reporting incidents, accidents and injuries. • First aid arrangements • The use of AAC and Balanced Literacy at The Grove 	<input type="checkbox"/>	<input type="checkbox"/>
I understand that information about students and staff is strictly confidential. I agree to maintain confidentiality in relation to all student and staff information.	<input type="checkbox"/>	<input type="checkbox"/>
I agree to sign on and off daily and wear an identification badge.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that therapy times must be negotiated directly with classroom teachers and any changes in time, temporary or permanent, must also be negotiated	<input type="checkbox"/>	<input type="checkbox"/>
I understand that therapists are expected to support students in their classrooms with their learning unless another 'in line of sight' option has been negotiated with the classroom teacher.	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Signature: _____ Date: _____

Deputy Principal's Signature: _____