# FACT SHEET

# How to request National Disability Insurance Scheme SERVICES IN Northern Territory Government SCHOOLS

This document provides information for schools, families and National Disability Insurance Scheme (NDIS) registered providers.

# Definitions

**Family** – refers to parents, carers and guardians of an NDIS participant at a Northern Territory (NT) Government school.

**Individual learning plan** – refers to a student specific program or learning plan that takes into consideration a student's individual needs.

**National Disability Insurance Agency** - refers to the independent agency that implements the NDIS.

**Provider** – refers to an individual or organisation who is registered with the NDIS. In this context, it can refer to a student’s NDIS local area coordinator or support coordinator.

**School** - refers to schools, preschools and other education programs operated by the Department of Education.

**Student** – refers to an NDIS participant who is also a student at an NT Government school.

# SCOPE

This process applies to requests for NDIS services intended to be carried out on NT Government school premises during school hours.

All providers intending to deliver a service in an NT Government school must be registered with NDIS. A [list of registered providers](https://www.ndis.gov.au/participants/working-providers/find-registered-provider) can be accessed via the NDIS website.

This process does not apply to ‘reasonable adjustments’ the school may already be providing as part of their obligations under the [Disability Standards for Education](https://www.education.gov.au/disability-standards-education-2005).

This process does not apply to commercial arrangements whereby providers hire school space to deliver services.

# PROCESS

1. A family intending to request NDIS services must first ensure that the provider is registered with NDIS.
2. The family and provider discuss the services for the student and whether these services should be delivered on school premises during school hours. The following questions can be used to guide discussion:
	* What is the proposed service?
	* Is it essential that the proposed services occur on school premises, during school hours?
	* How do the services complement the student’s education goals?
	* Are all parties aware of the requirements for working in schools? For example, the provider must be registered with NDIS, hold a current Working with Children Clearance Notice (Ochre Card) and have public liability insurance.
3. The family and provider complete the *Request to Provide NDIS Services in NT Government Schools* form and submit the form to the student’s school for the principal’s consideration.
4. On receipt of the completed form, the principal considers the request taking into account the needs of the student, other students, operations of the school and the [Disability Standards for Education](https://www.education.gov.au/disability-standards-education-2005). After considering the request:
	* the principal approves or declines the request or places the request on hold if it cannot be immediately actioned
	* the principal informs the family of the decision in writing (letter/email)
	* if the request is approved, the principal (or delegate) facilitates discussions between the student, family, class teachers and provider about the requirements and arrangements for the service
	* the principal reviews the *Checklist for NT Government Schools* to ensure all the appropriate discussions and required documents have been completed.
5. The family, provider and school complete an *NDIS* *Service in School Agreement*. The agreement will outline:
	* goals of providing the service on school premises during school hours
	* times, space, frequency of the service
	* location in the school where the service will be delivered
	* roles and responsibilities of the family, provider and school
	* monitoring and reviewing processes.

# COMPLAINTS AND fuRther information

Families and providers who have a concern or complaint regarding the delivery of NDIS services in schools should discuss the matter with the school’s principal in the first instance.

If the matter is not resolved at the school level, they may contact the Department of Education at sesupport.det@nt.gov.au.

All parties may contact the NDIS National Contact Centre directly on 1800 800 110 or at feedback@ndis.gov.au. For further information, go to the [feedback and complaints](https://ndis.gov.au/about-us/contact-us/feedback-complaints) page on the NDIS website.