# FACT SHEET FOR service PROVIDERS

This fact sheet should be read in conjunction with:

* *Fact Sheet: How to Request NDIS Services in NT Government Schools*
* *Request to Provide NDIS Services in NT Government Schools*
* *Frequently Asked Questions.*

The Department of Education recognises that families and providers may request that National Disability Insurance Scheme (NDIS) services be carried out in schools to assist students who have a disability.

Specific services may be provided by an occupational therapist, speech pathologist, psychologist, physiotherapist or social worker and carried out at school during school hours to assist students with a disability to meet their educational goals and individual learning plan.

Families and NDIS registered providers may approach Northern Territory (NT) Government schools to:

* observe a student in the classroom or in the school environment
* attend planning for a student’s individual learning plan
* attend meetings to monitor and tailor the support provided to the student
* provide training/professional learning on school grounds
* provide support with the management of assistive technology (such as standing frames or communication devices).

# PROCESS

1. Before requesting that a service be provided at school, providers should discuss with the request with the student’s family, NDIS local area coordinator or support coordinator. The following questions should be considered:
* Is it essential that the proposed service is provided on school premises during school hours, or could it be provided at an alternative place and time?
* Will there be a significant impact on any other child’s learning?
* Will there be an impact on education programs or program delivery? For example, will it impact on teachers delivering their programs?
* Will the service support the student’s education goals/objectives? For example, will this service support the student’s access to their curriculum, or will this service improve the student’s participation at school?
* What are the space and time requirements? Are they likely to be available during the school day?
* Can this service be safely accommodated in a space within line of sight of a school staff member?
1. If the student’s family and the provider agreed that the service is needed, they must submit the completed *Request to Provide NDIS Services in NT Government Schools* to the school.
2. The family should receive a written response from the school within 15 working days (not including school or public holidays).
3. The provider is required to meet with the family and school to discuss details of the requested service.
4. If the request is agreed to by the school, the provider must enter into an *NDIS Service in School Agreement* with the family and school.
5. The *NDIS Service in School Agreement* will be reviewed regularly to ensure it remains current.
6. The provider must be available to meet with the family and school to share its school visit summary notes at review times.
7. The provider has an ongoing responsibility to keep the family and the school informed of any changes to services.
8. A new [*Request to provide NDIS services in NT Government schools*](http://ed.ntschools.net/studserv/studentsupport/Pages/NDIS-DoE-SCHOOL-FORMS.aspx) form will need to be completed if the student relocates to another school.
9. The provider must supply the school with a current copy of its NDIA provider certificate of registration letter and Working with Children Clearance Notice (Ochre Card).
10. Providers must be aware of their obligations under mandatory reporting.

# fuRther information

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