**DECISION-MAKING TOOL for Northern Territory GOVERNMENT SCHOOLS**

*To be completed by principal or assistant principal.*

Prior to completing this form, it is recommended that schools read the *Fact Sheet for Northern Territory (NT) Government Schools.*

# Schools must consider the following when making a decision regarding providers delivering National Disability Insurance Scheme (NDIS) services on school premises during school hours:

* the learning/health needs of the student
* the access and participation to student learning
* the compliance/organisation/risk management processes.

**Key to the decision making tool:**

**🞏 If a box is highlighted orange, discuss with Student Wellbeing and Inclusion.**

**🞏 If a box is highlighted red, it may not be appropriate for the service to be delivered on school premises, during school hours.**

**🞏 If boxes are highlighted green, in the absence of any red boxes, consideration should be given to approving the NDIS service request, provided all parties are aware that the Principal or Site Leader can withdraw permission for service provision if circumstances change.**

**🞏 Where boxes are left white and have statements in red, follow the advice.**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Statement** | **Yes** | **No** |
| 1. Has the *Request to Provide NDIS Services in NT Government Schools* been received and documented by the school?   Is it complete and signed by the family and the provider? |  |  |
| 1. Is it clear that the service being requested is additional to what the school can provide as part of reasonable adjustments obligations under the [Disability Standards for Education](https://www.education.gov.au/disability-standards-education-2005)? |  |  |
| **\*If ‘No’ the principal may discuss with Student Wellbeing and Inclusion how reasonable adjustments can be made. Has this been documented in the student’s individual learning plan?** | | |
| 1. Does the proposed service support access, participation and curriculum for the student as detailed in their individual learning plan? For example, provision of strategies related to self-regulation, speech pathologist providing communication support across the curriculum. |  |  |

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| **Statement** | **Yes** | **No** |
| Will this service support the student’s participation at school?  *Refer to the response provided by provider in the Request to Provide NDIS Services in NT Government Schools form.* |  |  |
| Will this service support the student’s education goals /objectives?  *Refer to the response provided by provider in the Request to Provide NDIS Services in NT Government Schools form.* |  |  |
| 4. Is it clear why the service can only be delivered on school premises during school hours?  (The service ***should not*** affect the student’s access to mandated instruction time.) |  |  |
| 1. Should there be a meeting between the principal, student’s family and provider to gather more information about the request? | **Principal may call a meeting as needed** | |
| 1. Has the provider provided the school with a current copy of its National Disability Insurance Agency Certificate of Registration letter and Ochre Card? |  |  |
| 1. Has the provider indicated on the Request to Provide NDIS Services in NT Government Schools form that awareness of its obligations under mandatory reporting? |  |  |
| 1. Can this service be safely accommodated in a location that allows duty of care/line of sight of a school staff member at an appropriate time? |  |  |
| 1. Is it clear the service will not affect the learning of other students? |  |  |
| 1. Is it clear the service will not affect the ability of school staff to deliver education programs? |  |  |
| 1. Are there processes in place to ensure communication between the family, provider and school staff? For example, provider to share school visit summary information. |  |  |
| 1. Are there extenuating circumstances that make it challenging for the service to be delivered outside school premises and hours, for example, in remote areas?   *If yes, explain.* |  |  |

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| If the principal agrees to the request, the following must be completed and provided to the family and provider:   * *Notification of Request Outcome to Family* * *NDIS Service in School Agreement* * school induction process (for the provider) * complaint management and resolution processes. |

**Approved? Yes No**

**Signed by Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form is to be completed and held on file at the school by the school principal as evidence of process.