

# Externally funded service providers delivering health, disability and wellbeing services to students

## School induction checklist

See also *Externally funded service providers delivering health, disability and wellbeing services to students – Information for principals*. Note: schools are not liable for any provider costs associated their attendance/participation in school induction.

A copy of this checklist and participant details should be retained by the school.

### Induction requirements

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A general local induction to the school site has been provided (e.g. relevant staff, sign in /sign out, identification, facilities, contact details, first aid arrangements, emergency responses (evacuation, lockdown, lockout), reporting injuries, illnesses or safety hazards in the workplace).

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Specific information about the students with whom they will have contact has been discussed including, but not restricted to, any health conditions which may require an emergency response.

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Provider staff are aware of the following departmental policies:

- [Code of Conduct](#)
  - [Controversial Issues in Schools Policy and Procedures](#)
  - [Child Protection, Mandatory Reporting](#) and [Allegations Against Employees](#) Policies and Procedures, and including specific contacts within the school (including how allegations against an external service provider will be managed by the school).
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Arrangements for supervising/monitoring the service delivery are in place and understood.

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Written agreement with the school for the service delivery is in place.

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Communication arrangements between parties, including parent/caregiver consent and, where appropriate, the role of the learning and support team meetings, have been established and shared.

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Provider staff are aware of issues relevant for Aboriginal students and families, and students and families from culturally and linguistically diverse backgrounds, e.g. English language proficiency, religious or cultural considerations, family and community connections and obligations, refugee experiences.



## Induction requirements

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Privacy requirements for service provider staff during delivery of the service are clear, including the maintenance of privacy and confidentiality for other students and staff.

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Arrangements are in place for [handling complaints and disputes](#).

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Records management arrangements are in place, including the placement of any related agreement of documents on the provider's and student's file.

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Other school-specific information:

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## Induction participation details

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School name:

Date of induction:

Name	Organisation	Signature

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