

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

Principal checklist for services engaged by parents/carers to deliver to students at school

See also *Externally funded service providers delivering health, disability and wellbeing to students – Information for Principals, and Externally Funded Service Providers - Engagement Agreement*.

Note: all staff employed by an external service provider to deliver services to students at the school must individually meet the relevant requirements. This includes provider staff engaged to deliver services through the department's [Specialist Allied Health and Behaviour Support Provider Scheme](#) (the Scheme). For providers that are part of this Scheme, some organisational requirements will have been met as part of a pre-qualification process and schools will not be required to collect this evidence from the provider.

Separate checklists are available to assist schools to undertake provider induction, and to assist external providers where access to the school is being considered.

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

The school must confirm the provider's pre-qualification status on the Specialist Allied Health and Behaviour Support [database](#) to determine which checklist column to use.

Checks/requirements to be met prior to service delivery	Pre-qualified provider Providers on the Specialist Allied Health and Behaviour Support Provider Scheme engaged by parents/carers	Non pre-qualified provider All other Allied Health and NDIS service providers engaged by parents/carers	Comment
The school has a documented request from the student's parents or carers for externally funded service delivery at the school.			

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<p>The school has had discussions with the student’s parents or carers (and the provider, if required) regarding service delivery arrangements, including times, place of delivery and frequency of service.</p> <p>These discussions should also cover requirements for parents/carers to:</p> <ol style="list-style-type: none"> provide written consent to the agreed service delivery arrangements provide written consent for the sharing of information related to the provider’s services to the student notify the school if they terminate the provider’s services notify the provider if student will not be at school on a day scheduled for service delivery at the school. 			
<p>All provider staff must have their WWCC status screened by the department before they can deliver services at a NSW public school. This is so that school staff can check the WWCC status of provider staff in eCPC when they attend the school.</p> <p>Provider staff who have not been screened in eCPC need to provide the school with:</p> <ol style="list-style-type: none"> complete the Declaration for Child Related Work: Specified Volunteers and Contractors provide Working With Children Check (WWCC) clearance details meet proof of identity requirements not be on the department’s Not to be Employed database. 	<p>As part of the Scheme, providers will have had their staff pre-screened by the department. Schools must continue to check the WWCC status of provider staff in eCPC. Any provider staff not yet screened in eCPC can provide clearance and proof of identity documentation to the department directly for processing.</p>		<p>Remember to always check eCPC first.</p> <p>Provider staff that have met the appropriate requirements in eCPC don’t need to be re-screened by schools. In such cases, provider staff only need to show photo ID with date of birth details (e.g. driver’s licence) on arrival for schools to cross check in eCPC.</p> <p>If not cleared on eCPC, provider staff must be screened as a Volunteer/ Contractor at least 48 hours prior to the first engagement.</p>
<p>Provider staff have submitted evidence of having completed the department’s Mandatory Child Protection Training, or other suitable alternative training program developed by the provider for its staff, within the last year.</p> <p>Refer for Attachment A of the External Provider Engagement Agreement for further information.</p>	<p>Not required</p>		<p>This requirement is not applicable to staff of providers approved under the Specialist Allied Health and Behaviour Support Provider Scheme as these providers must meet this requirement as part of their qualification to the Scheme. Schools may request evidence of training completion however, this is not required.</p>

Checks/requirements to be met prior to service delivery	Pre-qualified provider Providers on the Specialist Allied Health and Behaviour Support Provider Scheme engaged by parents/carers	Non pre-qualified provider All other Allied Health and NDIS service providers engaged by parents/carers	Comment
<p>Where a school has determined that the provider should undertake specific health care training for a specific circumstance or student (e.g. CPR, ASCIA anaphylaxis training), provider staff have submitted evidence of that training.</p> <p>Refer for Attachment A of the External Provider Engagement Agreement for further information.</p>			
<p>The provider has submitted evidence of currency of the following insurances:</p> <ul style="list-style-type: none"> Workers Compensation, or, if the provider is an individual or sole trader performing the work themselves, evidence of personal insurance cover in the event they have an injury Professional Indemnity (no less than \$2 million) Public Liability (no less than \$20 million). 	Not required		This requirement is not applicable to providers approved under the Specialist Allied Health and Behaviour Support Provider Scheme .
<p>Any issues in relation to the use of school facilities and/or equipment, or the use of provider equipment on school premises have been raised and resolved.</p>			
<p>An External Provider Engagement Agreement has been signed between the school and the provider (where an existing Agreement with the provider does not exist).</p>			Note that providers approved under the Specialist Allied Health and Behaviour Support Provider Scheme still need to have an Engagement Agreement where they are accessing the school as an externally funded provider.
<p>A separate schedule to the External Provider Engagement Agreement for each student (or group of students) is in place.</p>			