# NDIS provider access to schools ⎯ principal’s process checklist

This checklist provides a summary of the steps and documents required before an NDIS provider is able to access state schools to deliver NDIS supports during school time.
Please refer to the NDIS provider access policy and procedure for more details.

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| **STEP AND DOCUMENTS** | **COMPLETED** |
| 1. **PARENT/S REQUEST**
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| * Parent/s provide a completed NDIS provider access request form
* If needed, additional information is sought from parent/s or meeting held.
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| 1. **PRINCIPAL MAKES DECISION**
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| * Principal considers all of the material provided by parent and considers issues outlined in the NDIS provider access to school’s policy (may use the decision-making checklist).
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| 1. **PRINCIPAL NOTIFIES PARENT/S**
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| * If approved, principal sends letter or email advising of decision and next steps (use template letter).
* If not approved, principal sends letter or email advising of decision and reasons.
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| 1. **PARENT ADVISES NDIS PROVIDER OF DECISION AND NEXT STEPS**
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| This step is be taken by the parent as outlined in the template letter. |
| 1. **NDIS PROVIDER PROVIDES INFORMATION**
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| * Confirmation in writing or by email, of the names of NDIS provider staff who will be providing the NDIS support at school, during school time
* For each staff member certified copies of their:
* Working with Children (Blue Card) clearance details
* photo identification, such as a valid Driver Licence or Proof of age card
* certified copies of certificates of currency for the following insurances:
* Workers compensation insurance (or personal injury insurance in the case of sole traders undertaking the work themselves)
* professional indemnity insurance for not less than $2 million per claim
* public liability insurance for not less than $20 million per claim
* details of the nature and type of NDIS supports to be provided at the school, during school time
* details of any proposed use of school equipment or materials.
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| 1. **ENTER INTO ACCESS AGREEMENT**
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| * + - * School completes Access Agreement including:
* expiry date
* school contact person
* room or space where support is to be provided
* any fees for using the room or space or equipment.
	+ - * School sends Access Agreement to parent/s for signature and to obtain NDIS provider signature (use template letter).
			* Access Agreement signed by parent/s and NDIS provider provided to school.
			* Principal signs the Access Agreement.
			* School provides a copy of the signed Access Agreement to parent/s and NDIS provider.
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| **7. NDIS PROVIDER TRAINING** |  |
| * + - * The NDIS provider provides the school with documents confirming that staff delivering the support at the school, during school time have:
* completed Mandatory All-Staff Training (MAST) program: key message guide for contractors volunteers and visitors within the last 12 months (declaration form);
* completed First Aid, CPR, or Australian Society of Clinical Immunology and Allergy anaphylaxis training (current certificates).
	+ - * School confirms that NDIS provider staff have undertaken school-based induction.
			* School advises NDIS provider staff about how to undertake MAST program training.
			* School arranges for school-based induction to be undertaken, if needed.
			* All required training and documentation is provided to the school.
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## Information storage

Information received by the school relating to the access request, including evidence of training undertaken by the NDIS provider and worker clearances, and the Access Agreement, will be stored securely under the Student Plan section on OneSchool.