



Help for non-English speakers

If you need help to understand this policy, please contact Truganina College on 9368 9800.

Name

NDIS FUNDED THERAPY AT SCHOOL POLICY

PURPOSE & RATIONALE

The purpose of this policy is to explain how Truganina P-9 College can support students who receive National Disability Insurance Scheme (NDIS) funded therapy.

Scope

This policy outlines the agreed processes for managing requests by therapists to attend Truganina P-9 College for the purpose of observation in the classroom or school environment and therapy delivery at school. Truganina P-9 College will monitor the support provided by NDIS therapists at school through attendance at termly student support group meetings and communication of strategies and recommendations for staff.

Definitions

1.1 NDIS - National Disability Insurance Scheme

1.2 Disability: a substantial impact on your ability to complete everyday activities

1.3 Service provider: is a person, business or organisation who delivers funded services

1.4 Early intervention: providing support to a person, either a child or an adult, as early as possible to reduce the impacts of disability or developmental delay and to build their skills and independence.

Policy

The National Disability Insurance Scheme (NDIS) provides choice and control for children with disabilities and their families on how disability services and supports are delivered. The NDIS provides support that is associated with the functional impact of the student's disability on their activities of daily living (those not primarily relating to education attainment).

Occasionally it is beneficial for a NDIS funded therapist to observe a student in the classroom environment or attend an SSG meeting, to support the student in addressing the goals outlined in their NDIS plan. These requests can generally be accommodated by schools and complement holistic student planning and support processes.

NDIS therapist school visits:

- In general, NDIS therapists will not be permitted to provide therapy to students on an individual basis in the school during the school day.
- Observations within the classroom from NDIS therapists may occur on a once per term basis provided that these occur without disruption to the class, and NDIS therapy goals overlap with the school environment.
- There must be at least two weeks' notice to the school (via inclusion@truganinap9.vic.edu.au) prior to any requested school visit to observe a student. This request for observation requires the completion of the Request Form and Parent Consent Form by the NDIS therapist in collaboration with the student's family and should include the goals and expected impact of the observation on therapy. The following must be attached to the Request Form and Parent Consent Form;
 - Working With Children Check or Criminal History check
 - Certificates of Currency: public liability insurance, professional indemnity insurance
 - NDIS Worker Screening Check
 - Evidence of appropriate qualifications
 - Evidence of insurance and NDIS registration
- Truganina P-9 College may negotiate a better time if the one requested by the NDIS therapist is not suitable.
- Collaboration with classroom teachers is expected for issues directly relating to suitable times for visits. It is expected that school and NDIS therapists have similar goals and approaches, as discussed with parents/carers.
- Communication with school staff by NDIS therapists will need to be planned and succinct given the volume of correspondence from NDIS therapists. NDIS therapists should communicate with school staff (teacher and Assistant Principal Disability and Inclusion) via email or during scheduled Student Support Group meetings (if invited by the parent/carer to participate).
- The Principal (or nominated school personnel) has the discretion to permit NDIS funded therapists to provide individual therapy, in the school, in particular circumstances where they deem it necessary to maximise outcomes for students. In making such a decision, consideration will be given to the relative benefits of an external therapist providing therapy versus the anticipated impact on student learning, disruption to classes, ability to provide supervision, the availability of an appropriate space to work in and timing of such requests.
- Following consideration of individual requests from parents/carers for NDIS funded therapists to work in the school, the Principal (or nominated school personnel) will provide a written response of their decision within 10 days, and will articulate reasons for granting or refusing NDIS funded therapy in school during school hours.
- Where the Principal (or nominated school personnel) approves a NDIS funded therapist to provide individual therapy during school hours, the Principal (or nominated school personnel) must then be satisfied that appropriate checks have been put in place to allow access in a manner that is compatible with the school's Duty of Care. This will include:
 - Working With Children Check or Criminal History check
 - NDIS Worker Screening Check
 - Evidence of appropriate qualifications
 - Evidence of insurance and NDIS registration
 - Documentation regarding licence to use school premises and information sharing
 - Compliance with Child Safe Standards
 - Certificates of Currency
- NDIS therapists will provide relevant school staff, copies of their reports, programs and recommendations as appropriate.

- The school will provide NDIS funded therapists with information as necessary once parental permission is provided and will offer observational/therapy visits
- NDIS therapists are welcome to be part of a student's Student Support Group, if permitted by the parent/carer.

COMMUNICATION

This policy will be communicated to all families in the school community by the following means

- Available publicly on our school's website
- Included in staff induction processes
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Related policies and resources

Truganina College policies and resources relevant to this policy include:

- Truganina College Statement of Values
- Truganina College Child Safe Policy
- Truganina College Child Safety Code of Conduct
- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Disability Discrimination Act 1992 - Federal Register of Legislation](#)

Policy review and approval

Policy last reviewed	August 2025
Consultation	School Council 28/7/25
Approved by	Principal
Next scheduled review date	August 2027

APPENDIX A-REQUEST FORM
TO BE COMPLETED BY NDIS FUNDED THERAPIST

Details of therapist making request	
Name of therapist	
Company	
Phone number	
Email address	
Qualifications held by therapist	
Professional registration details of therapist	
Is the therapist an NDIS registered practitioner? (Y / N)	
Details of student	
Name of student	
Year level / teacher of student	
Are there particular family, social or practical circumstances that are relevant to the request?	
Details of the proposed therapy	
Purpose of the proposed therapy	
Proposed date / time that therapy will be provided	
Will the student be	

<p>withdrawn from class time for the therapy to be provided?</p> <p>If so, what classes will the student miss?</p>	
<p>Proposed duration and frequency of therapy</p> <p>(e.g. one hour, weekly / daily / monthly)</p>	
<p>Proposed location of therapy</p> <p>(classroom / other area of school / virtually)</p>	
<p>Proposed aims and benefits of the therapy being provided at school / in school time</p>	
<p>Is the therapy time-dependent? If so, provide details</p> <p>For example, is the therapy a medical support that must take place at certain regular intervals each day?</p>	
<p>Attach relevant documents</p>	
<p>Please attach proof of a satisfactory Working with Children Check for the therapist</p>	<p>Tick to confirm the relevant documents are attached <input type="checkbox"/></p>
<p>Please attach certificates of currency for the following insurances held by the therapist / company / incorporated association:</p> <ul style="list-style-type: none"> • public liability insurance • professional indemnity insurance 	<p>Tick to confirm the relevant documents are attached <input type="checkbox"/></p>

Acknowledgment by NDIS funded therapist

I acknowledge and agree that, if the principal approves my request to provide NDIS funded therapy on school grounds:

- I, or my company/incorporated association if I am an employee of a disability service provider, must enter into a licensing agreement with the School Council which sets out the terms and conditions of my use of the school premises; and
- subject to the consent of the student's parent(s) or carer(s), I must sign an information sharing deed which requires me to share relevant information about the student with the principal and/or nominated school personnel. Copies of the relevant licensing agreement and relevant Information Sharing Deed are available upon request.

Signed

Print name

Date