

MEDICAL REFERRAL CONDITIONS OF SERVICE

PARENTS/CARERS

- Sign a *Consent for Information Exchange* available in the *Op File* to authorise the release of all documentation relevant to your child's educational needs to assist the enrolled school, Regional Office, and any other agencies involved in supporting your child.
- Inform the teacher of the supervising adult at the home, along with any factors affecting your child's capacity to participate in the educational program.
- Before proceeding, inform the teacher if anyone residing in your home is unwell or isolating. This will be taken into consideration when determining the method of teaching delivery.
- Provide a safe environment for the student, away from distraction and with a suitable workspace for teaching and learning with adequate light.
- If the teacher is providing face-to-face delivery in the home, please provide a suitable workspace considering:
 - Physical distancing of 1.5m+ from student and adult/others in the home (if appropriate)
 - Access to hand hygiene facilities
 - A smoke-free environment
 - No threat from pets, outside and inside the house.
- Prioritise scheduled teaching sessions and give the teacher as much notice as possible if cancellation cannot be avoided.
- Assist in implementing the education program as required. If remote teaching is the delivery method, an adult may be requested to assist in program delivery e.g. manipulation of concrete objects in a primary Maths activity.
- Assist in any behaviour support.

TEACHERS

- Understand and be sensitive to the individual needs of the student.
- Partner with the parents/carers & enrolled school in implementing the education program.
- Liaise and collaborate with the SSEN: MMH Coordinating Teacher & other agencies involved as necessary.
- Give parents/carers as much notice as possible to change or cancel scheduled teaching sessions.
- Assist with transition to school as necessary.
- Act professionally and respect family privacy.
- Assess any safety concerns and bring them to the attention of the parent/coordinating teacher/line manager for follow-up.
- Alert the coordinating teacher/line manager immediately if a teaching session is cancelled on the day of the session. This could enable possible redeployment to other programs.

Your School of Special Educational Needs: Medical & Mental Health Coordinating Teacher is:

Phone:

Mobile:

Email: