



# Samuel Gilbert

## PUBLIC SCHOOL

### **Working with Outside Referral Agency Requests Policy**

This policy has been developed with the agreement of the Principal, school Learning Support Team, School Counsellor and Senior Psychologist, Education. It is reviewed each year by the school Learning Support Team and Principal.

#### **Purpose**

This policy is to outline the protocols of our practice at Samuel Gilbert PS when parents make a decision to refer their child to an outside agency independent of school involvement or assessment by the school counsellor. This policy is to also assist staff in the management of privacy with personal information.

#### **Context**

This policy deals with parents who request to seek assessments through an outside agency.

Samuel Gilbert PS has an active Learning Support team that works in collaboration with the School Counsellor. The school has a set school counsellor allocation. When a parent has a concern about their child's learning the matter should be raised with the child's class teacher and/or stage supervisor. In more serious situations letters are available for parents to request School Counsellor service and assessments, as well as referrals to the learning support team. The School Counsellor works in consultation with the Learning Support Team in determining written referrals and assessments scheduling. Counsellor time is very limited and referrals are strictly prioritised on a needs basis. This priority list is reviewed regularly. Due to demands on counsellor time, priority is given to concerns that impact upon a student's progress at school. As a registered psychologist the School Counsellor will determine the most appropriate form of assessment and intervention for the student.

#### **Procedures**

All requests for information by outside agencies in regards to information of a student's personal details are to be directed to the school principal. Personal information can only be provided by staff at the discretion of the principal or principal's delegate. Schools are not obliged to provide information to some outside agencies, and in all situations schools are governed by the Department of Education's ethical and professional practices in relation to privacy, legal issues, confidentiality and code of conduct. In many cases school documentation such as school reports, should be sufficient information for parents to provide to outside agencies to work with their assessment tools. The school will consider the nature of the request in relation to the sufficient concern impacting upon

progress at school, the resources and level of expertise required to complete the request. It is not a requirement of Samuel Gilbert PS's staff to complete assessments for outside agencies. Copies of all information provided including parental permission to exchange information will be kept in confidential files by the school.

*Please note; the term; 'personal details' in this policy refers to all information on a student's academic, physical, social and emotional needs.*

In all requests, providers must provide;

- A stamped return addressed envelope
- A detailed statement of purpose
- Clear directions on who is required to complete the information
- Clear directions on who the documentation is to be attention to
- A signed parent/carer permission for release of information
- **Original** documentation of assessment proformas (no photocopies)

Should a request be denied then a meeting will be arranged at a mutually convenient time with the parent, Principal, and appropriate staff. At that meeting strategies will be discussed with the aim of improving educational outcomes for the student.

#### **Departmental references**

Legal Issues Bulletins 23, 24, 34, 40,40a and 51.

Code of Conduct

Privacy Bulletins

