NELSON PARK SCHOOL – NDIS COLLABORATION POLICY

Learning & Effort | Co-operation | Community | Respect

Help for non-English speakers.

If you need help to understand the information in this policy, please contact the main office of Nelson Park School (03) 52783620.

1. PURPOSE:

The purpose of this policy is to:

a. Outline how Nelson Park School works collaboratively with National Disability Insurance Scheme (NDIS) teams to support students.
b. Ensure that NDIS workers engage with staff in a safe, structured manner consistent with school expectations.
c. Clarify processes for communication, meetings, classroom observations and participation in Care Team Meetings (CTM).
d. Ensure all collaboration aligns with the values of Nelson Park School and supports student learning, wellbeing and safety.

Nelson Park School values strong partnerships with families, carers and external support teams. Effective collaboration between the school and NDIS providers helps students reach their educational and personal goals.

2. SCOPE:

This policy applies to:

a. All NDIS providers, support coordinators, therapists and allied health workers engaging with Nelson Park School students.
b. Both the Libau Avenue (F–9) and Illinois Avenue (10–12) campuses.
c. All activities involving NDIS teams on school grounds or in communication with school staff.
d. Legal guardians and carers who support student engagement with NDIS services.

3. PRINCIPLES:

This policy is guided by Nelson Park School's core values:

- **Try Your Best**
- **Good Choices**
- **Care for School**

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- **Respect**

The school is committed to a safe, respectful learning environment and expects all external providers to work in partnership with these values.

4. NDIS CLASSROOM OBSERVATIONS:

To ensure consistency and minimise disruption to learning:

- **One** NDIS team member may attend **one classroom observation per term**.

All observations must be:

- Requested in advance by the NDIS Support Coordinator or Parent/Carer
- Approved by the Principal or delegate
- Scheduled at a time suitable for the class and teacher

Communication requirements

- NDIS workers are to communicate only with Nelson Park Leadership or the Student Wellbeing Officer.
- They are not to directly communicate with teaching staff about students or classroom practices.

Additional requirements

- NDIS workers must sign in at the office, present a current Working With Children Check, and follow all Child Safe Standards and school safety procedures.
- Observations are **non-interactive** unless otherwise approved (i.e., workers observe only unless a collaborative session is arranged).

5. NDIS CARE TEAM MEETINGS:

Nelson Park School supports collaborative planning and will participate in NDIS Care Team Meetings when appropriate.

School expectations:

- NDIS Support Coordinator or Legal Guardians are responsible for initiating, organising and scheduling Care Team Meetings.
- NDIS Support Coordinator will:

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  - Send meeting invitations to relevant school staff
  - Prepare the meeting agenda
  - Take notes/minutes and distribute them to all team members after the meeting
- The Nelson Park School NDIS Navigator is available to attend these meetings when relevant.
- Nelson Park Student Wellbeing Officer or School Leader will attend where possible and contribute information related to student learning and wellbeing.
- Nelson Park Student Wellbeing Officer or School Leader will provide a written educational update if unable to attend or if requested by NDIS Support Coordinator/Legal Guardian.

6. STUDENT SUPPORT GROUPS (SSG):

SSGs remain an educational meeting governed by the Department of Education.

- Legal Guardians are required to attend SSG meetings.
- Legal Guardians may invite **one support person.**
- Support persons attend in a supportive capacity; they do not make educational decisions.
- SSGs are led by Nelson Park School staff and follow the school's SSG framework, with discussion focused on **educational goals**.

NDIS THERAPY REQUESTS:

- Nelson Park School **does not permit NDIS therapists to provide therapy on site**.
- NDIS therapists may attend for meetings or observations only — not for therapy sessions.

7. WORKING WITH NDIS PROVIDERS:

To maintain a positive and productive relationship, Nelson Park School and NDIS providers will:

- Share relevant information that supports the student's learning and wellbeing through the Care Team Meeting.
- Use clear and respectful communication.
- Ensure confidentiality and privacy requirements are met by all providers.

8. RESPONSIBILITIES:

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NDIS Teams must:

- Communicate respectfully with staff, students and families.
- Follow all visitor, Safety and Child Safe policies.
- Attend only at pre-approved times.

Nelson Park School will:

- Communicate respectfully with NDIS team
- Participate in meetings where capacity allows.
- Ensure all NDIS involvement is consistent with school policies and Child Safe requirements.
- Provide Allied Health support on site through group-based classroom programs, staff collaboration, and practical learning adjustments.

Legal Guardians are encouraged to:

- Communicate openly with the school about external supports in place.
- Invite **one support person** to SSGs if they require.

9. CHILD SAFETY:

NDIS workers must comply with:

- Nelson Park Child Safety and Wellbeing Policy
- Victorian Child Safe Standards
- School Visitor procedures

Workers who do not comply may have their access restricted or withdrawn.

10. CONFIDENTIALITY:

All parties must respect the confidentiality of student information. Personal or sensitive information must be shared only with appropriate consent and in line with privacy legislation.

11. EVALUATION:

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This policy will be reviewed as part of Nelson Park School's regular two-year review cycle or earlier if required due to changes in Department policy or NDIS guidelines.

Policy last reviewed:	13/03/2026
Approved by	Principal / Consultative
Next scheduled review date:	MARCH 2028