

WAITAKERE COLLEGE

Section G: ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Rangimarie)

Policy: Referrals to Outside Agencies

Date of Review: November 2016

Reviewer: HoD Inclusion Support Centre, Assistant HOD, Therapists,
Shona Smith (Deputy Principal), Special Needs Sub-Committee

Goal

To provide clear guide-lines for referrals of students within the Centre for services provided by outside agencies.

Context

Student needs may require the accessing of other services outside those able to be provided within the Centre/wider school setting including but not limited to:

Wheelchair Services

CYFS or its replacement from March 2017 Ministry for Vulnerable Children

ACC

Medical Specialist

BLENNZ (Blind and Low Vision Network NZ)

KDEC (Kelston Deaf Education Centre)

NZ Family Planning Association

Marinoto Mental Health Service

Procedures

- 1 Need for referral to outside agency identified by teacher/therapy staff, parents or student
- 2 HoD ISC is notified.
- 3 Decision made in consultation with HOD as to most appropriate person to make the referral e.g. Staff Member, Parent, Student or combination.
- 4 Teacher/therapy staff seek informed consent of student/parent (written if necessary).
- 5 Procedures as determined by relevant agency followed to complete referral process. (Copy retained in student file).
- 6 Implement recommendations of agency in the best interests of the student within available resources of the College.
- 7 Written documentation of outcomes (copies to relevant persons).

Chairperson

Principal

Date