

WAITAKERE COLLEGE

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

Policy: **Referrals to Outside Agencies**

Date of Review: **August 2020**

Reviewers: **Rosie Garner (HOD Inclusion Support Centre), Jody Morton (Assistant HOD), Janet Moir (Lead Therapist), Ants Cotton (Deputy Principal)**

Goal

To provide clear guidelines for the referral of students within the ISC for services provided by outside agencies.

Purpose

Student needs may require other services outside those within the ISC or wider school setting. These may include but are not limited to:

Wheelchair Service
Talklink
Hearing House
Oranga Tamariki
ACC
Medical Specialist
BLENNZ (Blind and Low Vision Network NZ)
KDEC (Kelston Deaf Education Centre)
Marinoto Mental Health Service
Psychologist

Guidelines

- 1 The need for a referral to an outside agency is identified by a teacher, therapy staff, parents or student.
- 2 Decisions as to the most appropriate service are made in consultation with the family, HOD or the appropriate staff member.
- 3 Teacher or therapy staff will seek informed consent of the student or parent.
- 4 Procedures, as determined by the relevant agency, are followed to complete the referral process, and a copy is retained in the student file.
- 5 The implementation of any recommendations from the agencies, will be the decision of the HOD of the ISC after consideration of the student's best interests and within the available resources of the College.
- 6 Written documentation of outcomes will be shared and recorded as necessary.

Chairperson

Principal

Date