

**Section G (NELP 1) ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Rangimārie)**

**Policy:** Referrals to Outside Agencies

**Date of Review:** August 2024

**Next Review:** August 2027

**Reviewers:** HOD Inclusion Support Centre, Assistant HOD, Lead Therapist, Associate 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/whānau, HOD of ISC or the appropriate staff member and/or Senior Leadership team and also in guidance with our care and protection policy.
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.

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Chairperson

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Principal

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Date