## SUPPORT SERVICES REFERRAL FORM

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>The Briars Special Early Learning Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site No:</td>
<td>1417</td>
</tr>
<tr>
<td>Site Phone:</td>
<td>08 8365-9808</td>
</tr>
<tr>
<td>Director/Principal:</td>
<td>Judith Candy</td>
</tr>
<tr>
<td>Site Fax:</td>
<td>08 8365-9818</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Judith Candy</td>
</tr>
<tr>
<td>Site Email:</td>
<td><a href="mailto:the.briars299@schools.sa.edu.au">the.briars299@schools.sa.edu.au</a></td>
</tr>
<tr>
<td>Class Teacher:</td>
<td></td>
</tr>
<tr>
<td>Referral Date:</td>
<td></td>
</tr>
</tbody>
</table>

### Individual Child / Student Referred:

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDID Number:</td>
<td>Date of Birth:</td>
</tr>
</tbody>
</table>

Please indicate by placing an X in the appropriate boxes:

- [ ] Child/Student is Aboriginal / Torres Strait Islander (ATSI)
- [ ] Child/Student has English as an additional language or dialect (EALD)
- [ ] Child/Student has been verified as a Student with a Disability (SWD)
- [ ] Child or young person in care. If yes, date in care until: __________

Please indicate specific concerns and your expected outcomes (as per the pre-referral consultation)

<table>
<thead>
<tr>
<th>Services Requested:</th>
<th>(place an X in the appropriate boxes below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Attendance and Engagement</td>
<td>☐ Behaviour Support</td>
</tr>
<tr>
<td>☐ Psychology</td>
<td>☐ Special Education</td>
</tr>
</tbody>
</table>

**ALL THREE ITEMS BELOW MUST BE MARKED**

<table>
<thead>
<tr>
<th>Informed consent has been obtained</th>
<th>A pre-referral process has occurred</th>
<th>Endorsed by Director / Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES</td>
<td>☐ YES Site to place an X in the box to confirm pre-referral consultation has occurred and to list with whom</td>
<td>☐ YES Site to place an X in the box to confirm referral has been endorsed by the Director / Principal</td>
</tr>
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</table>

Pre-referral consultation with: __________ Date: __________

Other Services / Agencies Involved: (place an X in the appropriate boxes below)

- [ ] Aboriginal Health Service, eg Nunkunwarrin Yunti
- [ ] Australian Hearing
- [ ] Autism SA
- [ ] Child & Adolescent Mental Health Services (CAMHS)
- [ ] Child & Youth Health (CYHS)
- [ ] Down Syndrome Society
- [ ] Families SA
- [ ] Hospital Services/Community Health
- [ ] Disability Services
- [ ] Novita Children’s Services
- [ ] Specialist (medical, Speech, OT etc)
- [ ] Other (please specify) __________
INFORMED CONSENT

Child / Student Name: 

Preschool / School: 

Your preschool/school representative will talk to you to make sure you understand the reason for referral, and all the information on this form. Informed consent must be given by a parent/guardian or student* when making a referral to the Department for Education and Child Development (DECD) Support Services. Informed consent means that you understand what is going to happen, and that you give your permission (consent) for the referral to go ahead.

1. Support Services

Support Services are made up of a team of staff with a range of different roles and expertise. Their work with children and students (learners) may involve negotiating support and working with preschools and schools (sites) and other services in DECD and elsewhere. Support Services include:

- **Attendance and Engagement Officers** support sites, families and students to manage issues related to unsatisfactory school attendance. They may work with site staff, parents and learners to identify the reasons for poor attendance and work with the school in planning and supporting a learner’s return to school.
- **Behaviour Support Coaches** support sites working with learners who have challenging behaviours. They work with parents, the learners, site staff and other agencies to identify the issues, build capacity and develop support programs.
- **Family Focus Workers** support learners with complex needs and vulnerable families. They work with site staff and parents to identify needs, build capacity and understanding and develop strategies that can be adapted for learning and home contexts.
- **Psychologists** support sites working with learners who have developmental, cognitive, social, emotional, behavioural, physical difficulties, mental health issues and exceptional needs, including giftedness. They work with site staff, learners and families and use a variety of assessments to identify needs and develop programs and strategies that can be adapted for learning and home contexts.
- **Special Educators** support sites working with learners who have additional needs, learning difficulties, disabilities (including hearing), developmental delay, health care needs and giftedness. They provide information about a range of programs, specialist services and special options available. They work with site staff and families to identify needs, develop programs and strategies, build capacity and provide advice regarding curriculum adjustments.
- **Speech Pathologists** support sites working with learners who have communication, speech and language difficulties. This may be with talking or with understanding. They work with site staff, learners and families and use a variety of assessments to identify needs and develop programs and strategies that can be adapted for learning and home contexts.

I have read and understand the role of Support Services

I understand the services involved provide support to my child or me*, and the preschool/school. This may include a range of assessments (formal and / or informal) and intervention services, that may involve the recording (audio / video / photographic) of my child / me*. I also understand that Psychologists carry out psychological evaluations.

I do not consent to the following:

2. Record Management and Sharing of Information

When support services receive a referral, it is automatically entered in a confidential electronic records management database (Support Services Data System) and a confidential file created to store the referral information. Information is added to the confidential file and data system by support services staff as they provide services. This may include case notes, reports, recommendations, programs and plans. The confidential file is kept securely in the local Education Office and in accordance with record management guidelines. Information relating to the referral and services may also be entered on other secure departmental databases.

- If a child/student transfers to a DECD preschool/school in another location, this file is transferred to that local Education Office.
- If a child/student transfers to a non-government or interstate preschool/school, relevant information, necessary to support safety and wellbeing, will be exchanged with the new preschool/school.

*Student over the age of 18 years or living independently provides own consent
The sharing of information between support services and preschool/school staff, and with other agencies involved, enables a more coordinated approach in supporting your child or you*. Relevant information will be shared in a way that is secure, accurate and timely. The sharing of information may occur verbally and/or through the exchange of written information (eg providing a copy of a report).

I understand that the information including relevant medical information will be shared on a strictly 'need to know basis' with the preschool/school and staff working with my child or me*. The sharing of information between Support Services and the preschool/school is necessary for the purpose of providing a coordinated approach in supporting the preschool/school to provide the best education and care for my child or me*.

Under the SA Government's Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and Families, your consent for the sharing of personal information about your child or yourself* will be sought and respected in all situations unless:

- It is unsafe/impossible to gain consent,
- consent has been refused,
- without information being shared, a child or children will be at increased risk of serious harm

I understand that information will be transferred to the new preschool/school when / if my child or I* transfer to another government preschool/school. However, my permission will need to be sought if information is to be shared with other agencies or non-government preschools/schools.

I give permission for the agencies listed below to release and exchange information.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Information Being Sought</th>
</tr>
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<tbody>
<tr>
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I have read and understood the ‘Record Management and Sharing of Information’ section

3. Length of Consent

In signing the referral form, you are providing permission for support services to be involved while your child or you* are enrolled at a DECD preschool/school. If your child or you* transfers to any other DECD preschool/school, your consent remains valid. Consent ceases when:

1. You withdraw your consent. This is required in writing. If you are considering withdrawing your consent for support services, have a discussion first with the preschool/school staff and/or support services staff to ensure you are aware of all the implications of such a decision.
2. All support services have ceased their involvement. If in the future, support services are required again, a new referral will be discussed and you will be asked to sign a new consent form.
3. Your child or you* transfer to a non-government preschool/school, or leave the state.

I have read and understood the conditions of Length of Consent

The informed consent page must be retained by the referring preschool / school. A copy of this page should also be provided to you.

Parent/Guardian

Director/Principal

Signature

Signature

Name

Name

Date

Date

*Student over the age of 18 years or living independently provides consent.