

# STUDENT SUPPORT SERVICES CONSENT FORM

Child / Student Name:		Date of Birth:	
Preschool / School:		EDID Number:	

Please note that **Aboriginal Education Directorate** staff also use this consent form.

## Student Support Services

### What we do

Student Support Services (SSS) provide support to schools and preschools for children and students who have particular learning and wellbeing needs. These can include developmental delay or disability; learning difficulties; health concerns; behavioural, social, emotional or wellbeing issues; or issues of disengagement and non-attendance.

Staff at the school or preschool may have some concerns regarding your child that they require support for and seek professional advice from the SSS team. When the school or preschool require more support beyond any general advice or recommendations, a more formal request for support would need to be submitted. This form is to obtain your consent for the school or preschool staff to seek more specific support regarding your child.

### Student Support Services

The SSS team consists of staff with a range of different roles and expertise. These include:

- **Behaviour Support Educators** – supporting preschools and schools to implement the behaviour support policy and respond appropriately to all behaviours.
- **Inclusive Educators** – supporting preschools and schools with children and young people who have additional needs, learning difficulties, disabilities, developmental delay, health care needs and exceptional needs.
- **Psychologists** – supporting preschools and schools with children and young people who have developmental, cognitive, social, emotional, behavioural, physical difficulties, mental health issues and exceptional needs.
- **Social Workers – Truancy** – supporting schools, families and students to manage issues related to unsatisfactory school attendance.
- **Speech Pathologists** – supporting preschools and schools with children and young people who have communication, speech and language needs.
- **Teachers of the Deaf and Hard of Hearing** – supporting preschools and schools with children and young people who are deaf and hard of hearing.

**Aboriginal Education Directorate** staff work alongside SSS staff supporting schools and families with children and young people who have cultural, social and learning needs to embed Aboriginal perspectives and voice into educational support plans.

To improve equitable access for children and young people, the department may engage external providers with relevant knowledge and experience to work with your child

### How does Student Support Services work with preschools and schools

The SSS team work in partnership with school and preschool staff, the child or student, and your family to address any identified concerns with the aim to develop and build the expertise and capacity of the staff at the school or preschool to address and manage these.

The types of activities that SSS can undertake include observations, informal and formal assessments, designing, negotiating and supporting the implementation of strategies, helping to develop plans, referring to or coordinating other services, planned multi-disciplinary discussions with education staff, delivering training and development, coaching and mentoring staff.

SSS may use a range of service delivery models including face to face, use of telepractice or through the use of an approved external provider with relevant knowledge and experience.

### Audio and / or video recordings

The audio and / or video recording of your child may occur as part of an assessment or intervention. For example, a speech pathologist recording your child speaking. If a recording is made, it will be saved in a location that is only accessible to department staff supporting your child. No information about your child will be stored on servers outside of the Department for Education.



## Records management and information sharing

When SSS receive a request for support, a confidential file is created and information relating to the request is entered in a confidential electronic records management system. If a child or student transfers to a non-government or interstate school or preschool, all relevant information necessary to support safety and wellbeing will be exchanged with the new school or preschool.

The sharing of information between families, SSS staff, external providers and with school or preschool staff and other agencies involved, enables a more coordinated approach in supporting your child. Relevant information will be shared on a strictly 'need to know' basis and in a way that is secure, accurate and timely.

In addition, in line with the SA Government's Information Sharing guidelines, to ensure the safety and wellbeing of children, young people and families, consent for the sharing of personal information will be sought and respected in all situations unless it is unsafe / impossible to gain consent or without information being shared, a child or children will be at increased risk of serious harm.

### If your child is already accessing services from another agency / service:

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

### If your child is allocated support via an approved external provider:

I give permission for approved external providers to receive information about my child from the Department for Education, including relevant information about their social/ emotional/ behavioural/ development and any learning considerations. I understand that any information will be used by the external provider for the purpose of planning how they will work with my child and may form part of their overall assessment of my child.

YES  NO

I authorise and request any external service provider assigned to my child to release and exchange information about my child with the Department for Education's Student Support Service (SSS) team. I understand that any information provided will be used by the SSS team for the purpose of planning of my child's educational support program, and will not be disclosed for any other purpose without my consent.

YES  NO

## Parent / Guardian Consent

In signing this form, you are giving permission for SSS to be involved in providing support to the school or preschool in relation to your child. At times SSS may allocate work to an approved external provider. Also be aware that if your child transfers to any other government school or preschool, the involvement of SSS may continue at the new school or preschool.

If the school or preschool require additional support from SSS in the future, the school or preschool will need to obtain your consent for this to occur.

Each service provider from the SSS team (including external providers) that becomes involved, may contact you to explain their role and what activities they may undertake in supporting the school or preschool. If you have any questions you are encouraged to contact your school or preschool.

SSS involvement will cease if you withdraw your consent, if it is determined that the agreed purpose for the involvement of SSS has been completed, or if your child transfers to a non-government preschool / school or leaves the state.

**I give consent to Student Support Services to be involved in supporting the preschool / school regarding my child.**

**Parent or Guardian**

**Director or Principal**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

*Students over the age of 18 years or living independently are able to provide consent for themselves. The signed SSS consent form must be retained by the school or preschool. A copy of the signed SSS consent form should be provided to the parent or guardian.*



**Government of South Australia**  
Department for Education