



**REFERRALS FROM OTHER AGENCIES**

In the interests of children’s welfare and protection, access to children referred to Settlers Farm OSHC Service by appropriate agencies will be accommodated wherever possible, while still ensuring the safety and care of every child at the service.

**Procedure:**

- The Governing Council will determine limits on the number of children with additional needs that the service is able to appropriately care for – the referring agency will be advised of this decision
- Acceptance of a referral will depend on a visit from the referring agency (case manager) to:
  - Provide information about the referral
  - Clarify any special conditions of enrolment
  - Provide necessary details about the child’s care arrangements
  - Determine a suitable introduction process
  - Reach agreement about the cost for providing care and any special requirements, e.g. transport, as well as fulfilling requirements regarding enrolment
  - Agreement to a debriefing from the case manager at the end of the referral period
- The Director will determine a fee schedule for referrals prior to enrolment commencing, which includes contingencies for arrangements such as payment for special transport and/or additional staff support. Responsibility for payment of fees as set by the Director will be negotiated with the referring agency.
- Educators involved in the care of referred children will be provided with relevant information pertaining to the child.

Policy reviewed	Previous modifications	Next review date
14/05/2021	NO CHANGES	2022