



# HOME THERAPY POLICY

FOR

**WOODBURY AUTISM EDUCATION AND  
RESEARCH LIMITED**

## HOLIDAY THERAPY

Woodbury may be able to assist families by advertising internally for therapists/carers to work with their child over a holiday period.

We wish to advise parents and therapists of the procedure to be followed in relation to holiday therapy/caring involving Woodbury staff.

- For home therapy, families must give Woodbury office a minimum of 3 weeks' notice within term time should they wish the school to advertise internally for a therapist/carer
- Woodbury will then advertise the position by sending an email to all staff.
- Staff whom are interested in supporting the family during the Holiday period should seek parent contact details from the administrative staff and contact the parents directly
  - From this point forward Woodbury is not responsible for the hours worked, therapy provided or pay allocated for the home therapy provision
  - The agreement is one that is private between the parent and the staff member with Woodburys only responsibility being the advertisement of the position and the provision of contact details
- Parents are to negotiate pay and times with the therapist directly
  - Parents pay the agreed amount directly to the therapist.
- Woodbury is not able to provide programming for in-home therapy. The supervisory hours and planning required to oversee this type of service is currently beyond the means of Woodbury and it is a private not a service we provide
  - Woodbury will not recommend one therapist over another
- The selected therapist should take time to read the students current programming in school to familiarise themselves of activities that may be appropriate or relevant
  - It is the selected therapist's responsibility to liaise with parents and determine which goals are most salient to the family at that time.
  - Woodbury teachers and Clinical Supervisors will answer general questions about current programs and procedures but will not provide advice or guidance on its application within the home.
- The therapist is not permitted to prepare the student's home program during the their normal working hours at Woodbury.
- Parents must take out relevant insurance, including for public liability.
- Woodbury staff are bound by confidentiality agreements and must not discuss any other students, staff members, or the student's own Woodbury program or progress at school.
- All therapists must seek approval from the Head of School prior to accepting a position of home therapist/carer.

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**Please Note:**

Woodbury offers the above for advertising assistance only. All legal risks and responsibilities for the engagement rest with the family and both the family and the therapist release Woodbury from any liability for them. During preparation time and holiday therapy period:

- The therapist is engaged as an employee or contractor for the family and **not** for Woodbury.
- Woodbury is not responsible for remunerating the therapist or for payment of income tax or superannuation for the periods worked.
- In the case of an accident or otherwise, Woodbury is not responsible (or insured) for the therapist's acts or omissions and the therapist is not covered by Woodbury's workers compensation insurance.
- While Woodbury conducts its own process for vetting therapists, Woodbury does not guarantee or give legal warranties to families in relation to therapists' qualifications, experience, ability, criminal history or child protection checks.

Please contact the school office should you have any questions regarding home therapy.