

Preschool Field Officer program Referral Form Instructions

The Preschool Field Officer (PSFO) program is a targeted and time limited capacity building program. All Victorian funded kindergarten programs are eligible to receive PSFO service to support the access, inclusion and participation of children with additional needs in a kindergarten program. The PSFO does not directly deliver intervention to a child within the kindergarten setting but acts as a coach to the early childhood teacher.

Who is the client?

The teacher(s) at the kindergarten service are the focus of the PSFO support. Whilst there needs to be a specific child referred, the purpose of the support is to guide, mentor and coach the teacher to ensure they have the skills to best support the needs of the individual child.

Who is eligible for PSFO support?

- ❖ The teacher of any child attending a funded 4 year-old kindergarten program identified as having additional support needs.
- ❖ The teacher of any child attending a funded 3 year-old kindergarten program identified as having additional support needs.
- ❖ The teacher of any child attending the funded Early Start Kindergarten program identified as having additional support needs.
- ❖ The PSFO program defines children with additional needs as a child presenting with developmental concerns. Developmental concerns may be associated with any area of children's development. Children with additional needs resulting from trauma are also eligible.

PLEASE NOTE: As directed by Department of Education (DE) in the PSFO Guidelines, if a child is already supported through the NDIS, it is expected that the teacher in consultation with the family will seek support from the NDIS provider(s) in the first instance. NDIS providers can provide strategies that support the child to participate meaningfully in learning experiences with their peers that are consistent with strategies being implemented across other settings where the child spends their time. If the teacher has made all efforts but been unable to engage these supports, PSFO support can be sought.

Who funds the PSFO service?

The Department of Education (DE) funds the PSFO service. There is NO COST to services or the families to access this support.

Who completes the PSFO Referral form?

This form is designed to be completed by the parent/carers and the teacher together.

Why is this information required?

To access the PSFO service, the teacher needs to identify an individual child that they need capacity building support to ensure that the child has the best opportunity to develop through the kindergarten program. The information provided supports the PSFO to understand the needs of the teacher and to develop a plan to support the diversity of all children. The information may also be collected and disclosed to the Department of Education (DE) for specific purposes, including for the DE auditing, monitoring and reporting.

Who signs the PSFO Referral form?

The form must be signed by both parent/guardians of the child unless there is a reason why both parents cannot sign. This could include; court orders, incarceration, death or no contact for 12 months or more. This form must also be signed by the teacher.

Preschool Field Officer Program – Request for Support

Kindergarten Details

Name of centre

Group/Room

Address

Name of Teacher

Phone

Teacher's direct email address

Educators

Days & Times Child Attends

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

Teacher's Actual Non-Contact Times – Please complete

Monday	Tuesday	Wednesday	Thursday	Friday

Please Note: The initial engagement for this referral will be a phone conversation with the teacher to set the goal for the service. It is very important that this conversation take place during your non-contact time.

Referral Details (Please tick, circle or highlight)

Attending funded 3 year old Kinder	Attending first year of funded 4 year old Kinder	Attending second year of funded 4 year old Kinder	Attending as an Early Start participant
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Child's Details

Child's name	Preferred name
Address	
Gender	Preferred Pronoun
Date of birth	Country of birth
Language/s spoken	Interpreter required (for the child) Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child of Aboriginal or Torres Strait Islander descent?	
<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander
Does your child have any medical conditions? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please specify	
Does your child have a diagnosed disability or is awaiting a diagnosis? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please specify	
Has your child had their vision checked? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date	Outcome
Has your child had their hearing checked? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date	Outcome
Has your child had their 3 ½ year old Maternal & Child Health check-up? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were any issues or concerns raised at this visit? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your child receiving service from any of the following;	
<input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Paediatrician <input type="checkbox"/> Psychologist <input type="checkbox"/> Other (If other please add details below)	

Where a funded kindergarten service seeks PSFO support in relation to a child, the early childhood teacher is required to obtain informed consent from parent/carer for PSFO involvement with their child, prior to requesting PSFO assistance.

With parent/carer consent, the PSFO can:

- directly observe the child in the kindergarten environment
- contribute to the teacher's assessment of a child's capabilities as well as their learning and development needs in the kindergarten program.

This information assists teacher and families to make informed decisions regarding referral pathways for specialised assessment or support services.

Parent/Carer Details			
The Department of Education (DE) state that both parents/carers must provide their details and sign the referral form.			
Child lives with	Father <input type="checkbox"/>	Mother <input type="checkbox"/>	Both parents <input type="checkbox"/> Other _____
Parent/Carer 1			
Full name		Relationship to child	
Country of birth		Contact phone	
Email			
Is an Interpreter required by this parent/ carer		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parent/Carer 2			
Full name		Relationship to child	
Country of birth		Contact phone	
Email			
Is an Interpreter required by this parent/ carer		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Parent/Carer 2 is unable to complete and sign the form, please indicate the reason;			
<input type="checkbox"/> Court Order	<input type="checkbox"/> Incarcerated	<input type="checkbox"/> Deceased	<input type="checkbox"/> Other -please specify
Is your family of Refugee or Asylum Seeker Background?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, an Interpreter can be booked to support the family if required.			
If you would like to meet with the PSFO and the teacher following the PSFO's visit, please discuss this with the teacher who will organise this with the PSFO if it is considered necessary based on the goal of the PSFO support.			

Parent/Carer 1 Declaration	
I, _____, a person with lawful authority of the child referred to in this form, have read the information written on this form, and give permission for the Preschool Field Officer (PSFO) to observe my child in the kindergarten setting. I consent to the exchange of relevant information (written and verbal) about my child with the kindergarten staff and any relevant agencies. I understand that this is to assist in supporting my child and develop a consistent program and strategies to meet my child's individual needs within the kindergarten setting.	
Signature Parent/Carer 1	Date
Parent/Carer, please indicate your level of concern (please tick)	
<input type="checkbox"/> Not Concerned	<input type="checkbox"/> A Little Concerned <input type="checkbox"/> Very Concerned <input type="checkbox"/> Extremely Concerned

Parent/Carer 2 Declaration	
I, _____, a person with lawful authority of the child referred to in this form, have read the information written on this form, and give permission for the Preschool Field Officer (PSFO) to observe my child in the kindergarten setting. I consent to the exchange of relevant information (written and verbal) about my child with the kindergarten staff and any relevant agencies. I understand that this is to assist in supporting my child and develop a consistent program and strategies to meet my child's individual needs within the kindergarten setting.	
Signature Parent/Carer 2	Date
Parent/Carer, please indicate your level of concern (please tick)	
<input type="checkbox"/> Not Concerned	<input type="checkbox"/> A Little Concerned <input type="checkbox"/> Very Concerned <input type="checkbox"/> Extremely Concerned

Referral Request

In addition to our role of teacher mentoring and coaching, please indicate what supports you are seeking;

- | | |
|--|--|
| <input type="checkbox"/> Child Observation – identify areas of focus | <input type="checkbox"/> Support with referral pathways. |
| <input type="checkbox"/> Resources | <input type="checkbox"/> Strategies |
| <input type="checkbox"/> Responding to parent concerns | |
| <input type="checkbox"/> Other (please specify) _____ | |

Developmental Information – Teacher to complete

Please tell us about the child's strengths and interests.

Please list any areas of developmental concern and specify how these impact on the child's learning.

What strategies have you implemented? Have they been effective?

Have you referred the child or family to any services or professionals apart from the PSFO service? If so, where?

Existing Support Services

Does this child have an active NDIS plan?

Yes

No

Please Note: As directed by DE in the PSFO guidelines, if a child's development is supported by a National Disability Insurance Scheme (NDIS) or early childhood intervention continuity of support provider, it is expected that the early childhood teacher in consultation with the family will seek support from this provider in the first instance. Early childhood intervention professionals can provide strategies that support the child to participate meaningfully in learning experiences with their peers that are consistent with strategies being implemented across other settings where the child spends their time.

If Yes, what supports have you accessed from the NDIS funded service providers?

I, _____, declare that I have completed this individual referral form with the child's parent/carer.

I understand that if a meeting is required with the PSFO and the child's parent/carer, it is my responsibility to organise this meeting with the parent and the PSFO at a mutually agreed time and day.

I understand the importance of making myself available to meet/discuss with the PSFO during my non-contact time to discuss the visit.

Signature

Date

Teacher, please indicate your level of concern (please tick)

Not Concerned

A Little Concerned

Very Concerned

Extremely Concerned

Child Protection Case Worker Declaration – if applicable

I, _____, declare that I have completed this individual referral form as the child's case worker.

I understand the importance of making myself available to meet/discuss with the PSFO and the Teacher (if required) to discuss the visit.

Signature

Date

Please indicate your level of concern (please tick)

Not Concerned

A Little Concerned

Very Concerned

Extremely Concerned

Submitting the completed referral form

EMAIL

PSFO@gateways.com.au

POST

Gateways Support Services
Preschool Field Officer Service
12-14 Thompson Road
North Geelong, 3215

Questions

Contact Gateways Support Services Preschool Field Officer Service on 5221 2984

Interpreter Service



Phone 131 450

Privacy Statement

Gateways Support Services is collecting the personal and health information on this form for the purposes of enabling the Preschool Field Officer to have the information required to best support the service. The information will only be disclosed to the Kindergarten Teacher, Preschool Field Officer; other agencies listed on this form (where you have given consent).

Your details may also be collected and disclosed to the Department of Education (DE) for specific purposes, including for the DE auditing, monitoring, and reporting.

Gateways respects the importance of your privacy and information collected will only be used for the primary purpose intended. Please email quality@gateways.com.au for further information on the Gateways Privacy Statement.

The information will not be disclosed to any other party unless required by law. Parents or Guardians can access their child's file at any time.

If you have any queries or concerns about providing this information, please contact the PSFO Program Manager on 5221 2984 to discuss further.