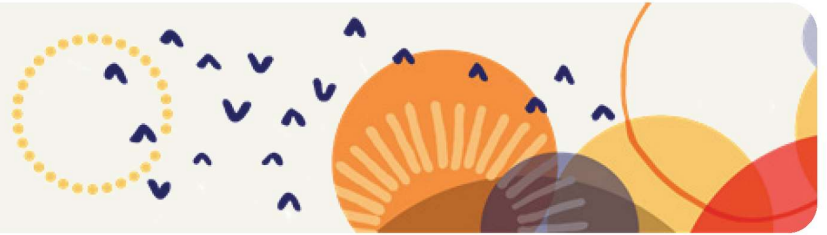


**SPECIALIST EQUIPMENT CHECKLIST FOR SERVICES**

(Note: Inclusion Professionals facilitate services' access to specialist equipment)

STEPS	EXPLANATIONS	COMPLETED
<b>SIP Identified Equipment</b>	<ul style="list-style-type: none"> <li>Supported by their Inclusion Professional, an Education and Care Service identifies in their Strategic Inclusion Plan (SIP) that Specialist Equipment would overcome an inclusion barrier for the child/children.</li> </ul>	
<b>Service Understands Their Obligation</b>	<ul style="list-style-type: none"> <li>The Education and Care Service reads and understands the terms and conditions associated with borrowing equipment - Your Inclusion Professional can assist.</li> </ul>	
<b>Collaborations and reflections</b>	<ul style="list-style-type: none"> <li>The Education and Care Service liaises with Family/Therapist/IP about possibility of and usefulness of equipment to overcome an inclusion barrier and reflects on the impact that the suggested equipment will have on their environment.</li> </ul>	
<b>Service Commits</b>	<ul style="list-style-type: none"> <li>The Education and Care Service ensures it can meet the requirements of utilising the equipment i.e. access to a Therapist to ensure equipment is fitted for the Child, and Educators able to be trained in the use of the equipment if required.</li> </ul>	
<b>Service Makes Formal Request</b>	<ul style="list-style-type: none"> <li>The Education and Care Service gains written permission from the family to discuss their child's needs with Specialist Equipment Library (SEL).</li> <li>In conjunction with Family/Therapist/IP completes the Specialist Equipment Item Request Form and emails both documents to the SEL. <a href="mailto:specialistequipment@vooralla.com.au">specialistequipment@vooralla.com.au</a></li> </ul>	
<b>Request Refined</b>	<ul style="list-style-type: none"> <li>The SEL may request further information from the Therapist to ensure the exact or most appropriate equipment is ordered.</li> <li>In some cases an alternative piece of equipment may be negotiated.</li> </ul>	



	<ul style="list-style-type: none"> <li>It is expected that the Service will liaise with the Family about any changes.</li> </ul>	
<b>SEL Loan Agreement</b>	<ul style="list-style-type: none"> <li>A SEL Loan Agreement will be sent to the Education And Care Service to be signed by the Service representative and returned to the SEL at <a href="mailto:specialistequipment@yooralla.com.au">specialistequipment@yooralla.com.au</a></li> </ul>	
<b>The SEL Equipment Arrives</b>	<ul style="list-style-type: none"> <li>The Education and Care Service contacts the IP and Therapist to advise them the equipment has arrived.</li> <li>The Service arranges for the Therapist to come to the Service and support Educators in the use of the equipment.</li> </ul>	
<b>Service Monitors the use of Equipment</b>	<ul style="list-style-type: none"> <li>The Education and Care Service monitors the use of the equipment and notifies the IP and SEL of any changes in need in relation to the equipment e.g. if the equipment is no longer required.</li> </ul>	
<b>Final Collection</b>	<ul style="list-style-type: none"> <li><b>The service notifies in writing the Specialist Equipment Library to collect the equipment when the equipment is no longer required e.g. when the child outgrows the equipment or leaves the Service.</b></li> </ul>	

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