



VIA Specialist Equipment Library (SEL) Procedures

Victorian Inclusion Agency's (VIA) Specialist Equipment Library (SEL) loans specialist equipment to Victorian education and care services to facilitate and support the inclusion of a child (or children) with additional needs. Yooralla manage the SEL for the VIA.

The equipment library operates within the [guidelines](#) of the Inclusion Support Programme (ISP), which is funded by the Australian Government. When Inclusion Professionals are supporting a service to include a child with high support needs, they will ensure the service knows about the SEL and how to access equipment.

Who is eligible?

Victorian education and care services (as defined in the Inclusion Support Programme) that support a child with a disability or undergoing assessment, and have identified the need for specialist equipment in a Strategic Inclusion Plan (SIP), may borrow specialist equipment.

For information and support on developing a SIP, contact your [regional](#) VIA office.

Equipment requests are subject to approval in line with the [ISP Guidelines](#) and the suitability and availability of requested equipment.

Types of Equipment

Equipment available from the SEL may include (but is not limited to):

- Portable ramps to create access to the environment
- Standing frames and full support swings to allow a child with high physical needs to participate in the daily programme and activities
- Hoists, slings, harnesses, change tables, toilet sets or steps, potty chairs, mobile stools and seating or posture aids for educators to assist them to lift and transfer children safely when carrying out basic care functions such as changing or going to the toilet
- Specialised inclusion toys such as switch toys
- Specialised furniture such as chairs, tables, desk and positioning equipment
- Communication cards or charts, and Auslan dictionaries to enable the child and educators to communicate effectively.

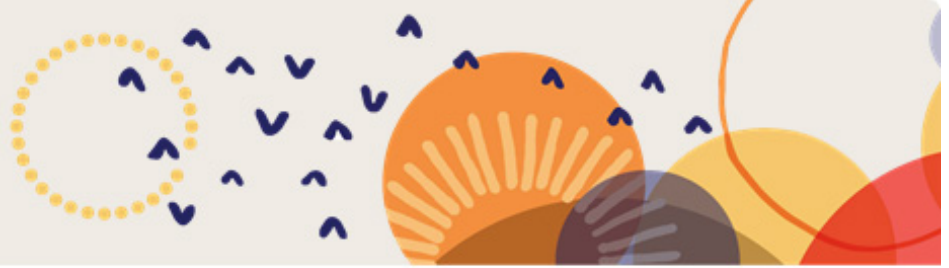
Equipment not available from the SEL includes (but is not limited to):

- Therapeutic equipment (for example, hearing aids and therapist tables)
- Equipment that the service would reasonably be expected to supply
- Equipment that the parent or carer would reasonably be expected to supply for their child (for example, wheelchairs, walking frames and body suits)
- Equipment for which there are hygiene issues (for example, padded cots)
- Equipment provided under the National Disability Insurance Scheme

Process and conditions for accessing the SEL

A service needs to have commenced a SIP:

- Online via the Inclusion Support portal, or
- Paper based, utilizing the VIA paper-based SIP form, or



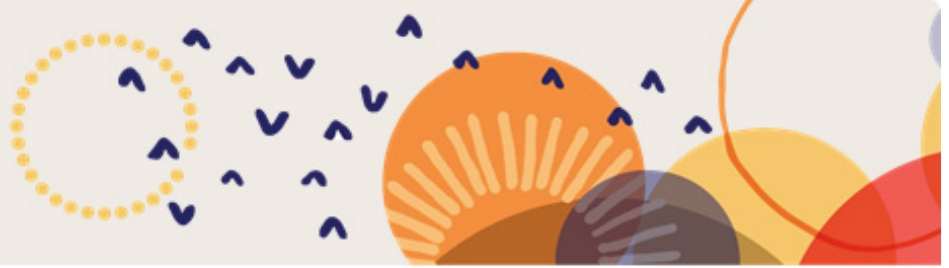
- Utilizing a nationally consistent paper-based form (available only for Budget-Based Funded services)

The specialist equipment must be identified as an action to reduce a barrier and support inclusion and will be recommended by a relevant professional, such as an occupational therapist or physiotherapist, with knowledge of the child's biomechanical functional needs.

It is the responsibility of each education and care service accessing equipment from the SEL to ensure it is fitted by an appropriate professional such as an occupational therapist or physiotherapist who has knowledge of the child's biomechanical functioning and needs.

Procedure for requesting Specialist Equipment

1. Eligible services seeking support either via telephone or email their local regional office of the VIA.
2. If the service has not accessed the ISP before:
 - With the support of their Inclusion Professional (IP) a paper based SIP is developed in collaboration with and endorsed by the VIA ; or
 - VIA will generate an Inclusion Support Portal (IS Portal) profile for the service, including login details and a shell Strategic Inclusion Plan (SIP)
3. Service then develops or updates their SIP with the support of their Inclusion Professional (IP). The SIP is developed in collaboration with, and is endorsed by VIA.
 - When considering the most appropriate equipment, the service may want to consider the size and amount of equipment, how much space it will take up both in the learning environment and in storage when not in use
 - One strategy in the SIP needs be the use of the specialist equipment being requested & actions include how this equipment will be utilised
 - Another strategy could be accessing specialist equipment library (SEL).
4. The service completes the specialist equipment request form (refer to Yooralla or VIA websites) detailing the SIP ID, if available, the service and child's details, the equipment required and any supporting information from:
 - The Inclusion Professional, service contact, family and the relevant professional who will fit the child in the equipment at site
 - And signatures from:
 - the family and service contact
 - Against the question - **If professionally recommended, has the IA endorsed the Specialist Equipment request?** Inclusion professional should tick/check yes if they believe this equipment is relevant and required to support the inclusion of the child listed. If checked no this will be a flag for Yooralla to discuss application with IP involved.
5. The service emails the completed request form to Yooralla at specialistequipment@yooralla.com.au
6. Yooralla's equipment specialist will assess all requests and will respond within 5 working days



7. If information is missing or the request incomplete, services will receive an email advising of this and asked to resubmit with all sections completed
8. If the request is complete, in line with funding guidelines and equipment is available, or if the request is complete, but the item is not available the item will be ordered and delivered to the service. The service will be informed by email of the anticipated delivery timeframe
9. Yooralla will send the service a loan agreement form, which sets out the Terms and Conditions associated with borrowing equipment from the SEL. The service must sign and return the loan agreement to specialistequipment@yooralla.com.au prior to the equipment being sent
10. Once the Agreement Form is received by Yooralla the item/s will be couriered to the service accordingly and the service will receive an email detailing the delivery.

Maintenance of Equipment

- When an IP visits a service that has specialist equipment from the SEL they will discuss with educators how it is being utilised to support inclusion of that child/ren
- If a service has a piece of equipment provided through the SEL that appears broken, or damaged, it is the responsibility of the service to contact Yooralla via email specialistequipment@yooralla.com.au with the details. If an IP identifies on a visit that equipment is damaged or no longer in use. They will email Yooralla to alert them to the situation
- A Yooralla representative will contact the service to discuss maintenance requirements including required regular testing and tagging of electrical equipment and determine works to be carried out.

Return of equipment

- If when visiting or meeting with a service with SEL equipment the IP discovers the equipment is no longer in use, they will encourage them to contact Yooralla and organise the free return of the equipment and send an email to specialistequipment@yooralla.com.au flagging the equipment is no longer in use
- Services are required to advise specialistequipment@yooralla.com.au when a child has left the service or no longer requires the piece of equipment provided through the SEL
- Services must ensure the equipment is cleaned prior to collection
- Yooralla will arrange collection of the equipment, free of charge to the service, at a suitable time for the service.

Inclusion Support Programme (ISP) is funded by the Australian Government Department of Education and Training. As part of the ISP, the Victorian Inclusion Agency is led by Community Child Care Association, and is delivered in partnership with Yooralla and KU Children's Services.