



MOUNT HAWTHORN EDUCATION SUPPORT CENTRE

Outside Agency Policy

2021 - 2023

Introduction

Optimum services for students with Autism Spectrum Disorder/Intellectual Disability are achieved when all agencies work collaboratively in developing educational outcomes for students. The establishment of a student management group allows all stakeholders to have input into the planning of the student's program while allowing the teacher to remain responsible for the development of an appropriate educational program. The school, of course remains the case manager of the student. This collaboration is successful when all parties facilitate a coordinated, effective service across a variety of settings.

Procedures

Our school is small and very crowded. Currently, we do not have any space at all to accommodate regular therapy sessions for our students. Parents wishing to have therapy sessions for their child should perhaps make appointments either first thing in the morning and come to school afterwards or later in the afternoons at their home or therapist offices. Students absent at therapy will be marked in the School Roll as at Educational Activity.

Parents are welcome to have external providers such as therapists observe their child in class, give suggestions and training to school staff regarding a specific child or communicate with the teacher in the school regarding objectives for IEPs. They should discuss this in the first instance with the school administration, who will discuss with the teacher, indicating the projected outcomes of the service. The school administration may seek the support of the school psychologist.

ALL EXTERNAL PROVIDERS SHOULD:

- provide the school with a National Criminal Record History Checks and Working with Children Checks
- contact the school administration who will provide the external provider with a copy of the Outside Agency Policy and discuss protocols, documentation and duty of care (it is understood that all information about the student discussed at school is confidential)
- negotiate the time of a proposed visit with the teacher (following approval from the Principal in accordance with agreed protocols)
- wear an identifying badge on the school site
- sign in and out at the front office in the visitors' book when they arrive and depart the school premises
- on arrival at the school, inform the school office staff of his/her arrival and sign into the Visitors Book prior to going to the classroom
- be aware that all written and verbal reports to the parents/school will refer only to the named student's performance and not that of the school staff or other students
- meet with the classroom teacher to discuss goals and school concerns
- share therapy goals with the classroom teachers

THE TEACHER WILL:

- advise Admin of the dates of the proposed visits
- not be able to discuss the student in class time

- make an appointment for a mutually agreed time such as the teachers non-contact time (DOTT) to discuss the student
- inform therapy providers of upcoming school activities that may conflict with an observation visit eg. incursions or excursions
- share copies of the student's IEP with the therapist/therapy provider

PARENTS WILL:

- make contact with school admin to discuss private therapy observation, training or teacher meeting visits to school
- inform the school of the therapy agency contracted to make observation visits or teacher meetings and the general goals underpinning the therapy
- inform the school if there are any changes with therapist visits
- inform the therapist and the class teachers if the child will be away and will be absent for a therapy observation session – this is not the responsibility of the school
- share copies of therapy assessments with the school to help inform their child's educational program at school
- request or invite therapists to attend case conferences or student review meetings if they so wish

SCHOOL ADMINISTRATION WILL:

- file the National Criminal Record History Check and Working with Children checks
- provide school based information on protocols – Guidelines for External Providers and highlight the areas of confidentiality, sign in/out procedures.
- provide therapists a copy of Evacuation Guidelines