



## **EXTERNAL ALLIED HEALTH POLICY**



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au)

### **RATIONALE**

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At Armstrong Creek School (ACS) we value strong partnerships between all key stakeholders in a child's life (families, allied health professionals and Armstrong Creek School staff). We encourage and actively seek information sharing regarding how best to support our students in their academic, social and emotional learning; daily skill development; care; and medical needs. We believe that fostering strong relationships is important to ensuring a child's needs are met and they have a successful educational journey at Armstrong Creek School and beyond.

### **AIM**

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To outline suitable and reasonable guidelines for practice.

- To clearly outline the responsibilities and expectations for external allied health professionals, families and ACS school staff.
- To provide a safe and secure environment for students and staff by establishing reasonable guidelines for external allied health professionals and non-DET visitors.

### **SCOPE**

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This policy encompasses the following:

- Communication
- Information sharing between external allied health professionals and Armstrong Creek School staff.
- Requests for assessment or data collection by external allied health professionals.
- Care Team Meetings
- Observations and school visits by non-DET visitors including external allied health professionals.

#### **Communication**

All communication must be directed to the ACS Wellbeing and Referral Team via the school email address: [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole Griffin and Wellbeing Team.

#### **Information Sharing**

At ACS we strongly believe in a care team approach to supporting our students. We encourage the sharing of information to support the planning and implementation of high-quality supports and adjustments both whilst at school, home and within private therapy sessions.

All requests for student information must be directed to the ACS Wellbeing and Referral Team via the school email address: [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole Griffin and Wellbeing Team.

This will ensure that this request is directed and responded to by the most relevant staff member. We will aim to respond to all requests for information within a reasonable time frame.

### **Requests for assessment or data collection**

We understand that at times it will be necessary for external allied health professionals to seek the collection of data through questionnaires, assessments and screening tools. It is however important to note that there may be times when it is not appropriate or feasible to give teachers adequate time and resources to complete lengthy and detailed assessments. Whilst we will endeavour to create opportunities to share relevant information necessary to support our students, all requests will be considered dependent on other competing responsibilities and may not result in completion of such assessments.

#### ***Process***

Parent \ Carer to provide consent for allied health professional to contact school via the Parent \ Carer Consent Form



Allied health professional to contact ACS Wellbeing and Referral Team via email at [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole Griffin and Wellbeing team, with the request for the specific assessment



A member of the ACS Wellbeing and Referral Team to liaise with relevant school staff to assess feasibility of assessment completion and have assessment completed if approved



Once assessment is completed, wellbeing team return the information directly to external allied health professional or provide response to external allied health professional as to why assessment cannot be completed

### **Care Team Meetings**

At times it may be necessary to hold care team meetings between external allied health professionals, Armstrong Creek School Wellbeing and Referral Team members, teaching staff and families where appropriate.

The purpose of care team meetings is to share information, plan for future adjustments and provide recommendations. Requests for care team meetings made by external service providers must be given with 14 days' notice unless urgent events arise needing immediate action. A representative from ACS will be allocated to the meeting, such as a member of the wellbeing team, a referral team member; a member of the leadership team; or the classroom teacher.

In the event that the ACS representative is unable to make the meeting we will endeavour to reallocate to another member of staff, however attendance in this instance cannot be guaranteed and will be dependent on staffing availability. In the event that a member of the care team meeting is unable to attend, all members should be notified within a timely manner. Minutes will be taken during the meeting and distributed to all care team members and other relevant parties, no later than 48 hours following the meeting. If there are actions to be taken following the care team meeting, members will do so in a timely manner.

## **Observational and school visits by non-DET personnel including external allied health professionals**

At ACS we support and encourage external allied health professionals working with students to conduct classroom observation visits as required (negotiated between all stakeholders).

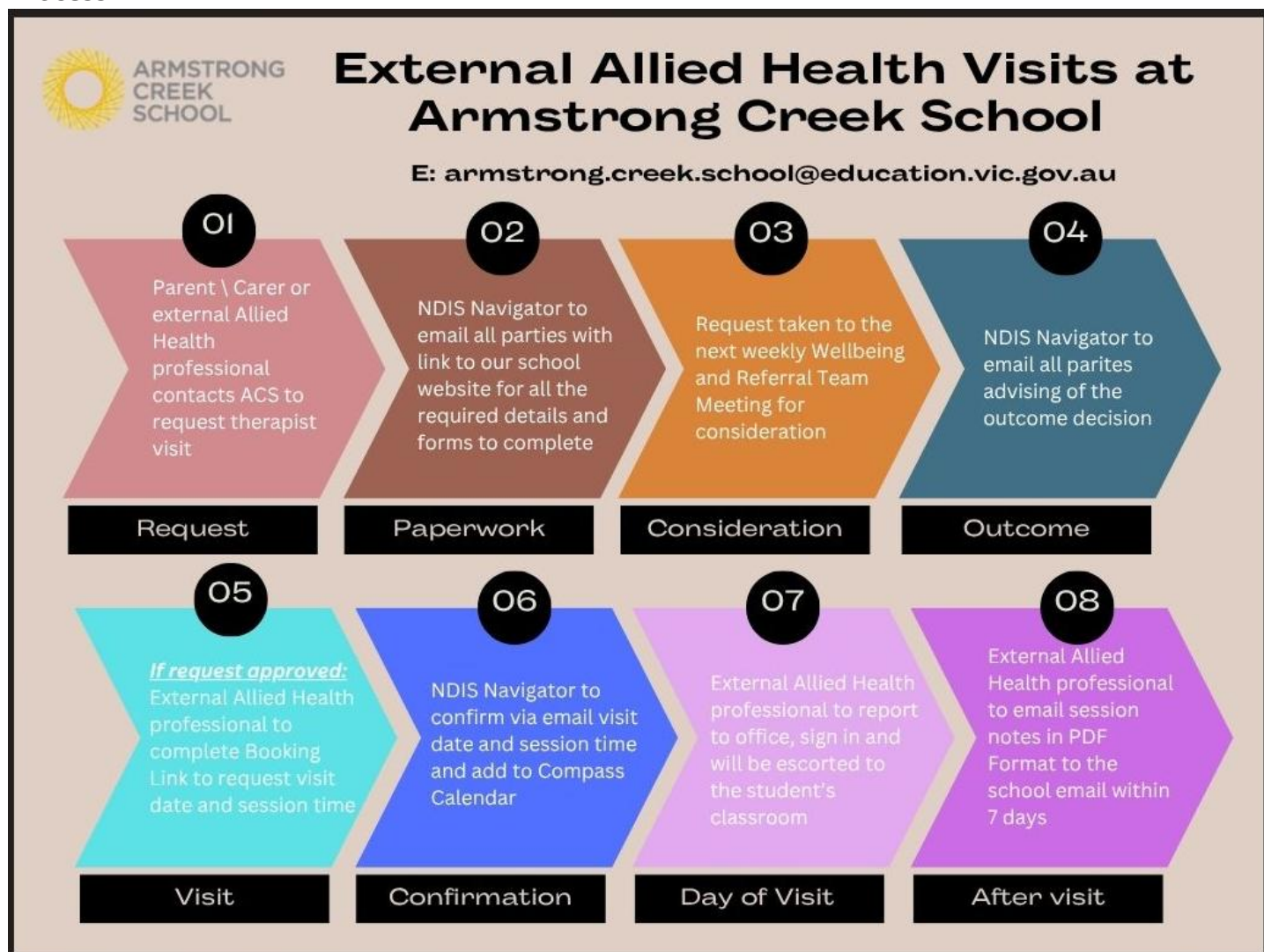
The purpose of these observational visits is to:

- Observe the student in the school environment
- Provide recommendations to the teacher to best support the student at Armstrong Creek School
- Gain insight into the student within the school environment
- Share information regarding strategies to support student needs and learning

Observational visits are limited to 1 visit per term, per student, per external allied health professional.

**Please note:** Armstrong Creek School does not have the provisions to allow and facilitate private therapy sessions on site.

### ***Process***



Please refer to our school website for all the required documentation:

<https://www.armstrongcreekschool.vic.edu.au/page/43/External-Allied-Health-Visits>

**Note:** All documentation to be received prior to visit taking place.

Like any visitor to Armstrong Creek School, the decision to allow external allied health professionals to enter the school grounds rests with the principal and all visitors must adhere to the [Visitors in Schools Policy](#) and [Child Safe Standards](#) at all times.

### **Observational Visit Procedure**

During the observational visit, the external allied health professional will report to the main administration office 15 minutes prior to their visit. At this time a member of the administration team will ask the visitor to sign in via the COMPASS kiosk and complete an induction (1 per year).

A designated member of the Wellbeing and Referral Team, or leadership team will meet the visitor and escort them to the allocated classroom or area. If appropriate the designated member will stay for the visit or will handover to the classroom teacher. The visitor will then conduct their observation of the student and be returned to the main administration office.

At ACS we value our teaching and learning program, and strive for engagement and safety at all times. It is therefore not an expectation that the classroom teacher will be able to have lengthy conversations or have their program interrupted during visits.

If Therapists have questions or are seeking further clarification they can do so in writing following the observation via the school email at [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole Griffin and Wellbeing Team - ***please do not liaise with teaching staff directly.***

### ***Child Safe***

To ensure safety for all students at ACS, the visitor must be in full view of the classroom teacher; member of the Wellbeing and Referral Team; or member of leadership for the duration of their visit. The visitor is not permitted to be in isolation with the student being observed or other Armstrong Creek School students during their visit.

### ***Privacy and Confidentiality***

At ACS we value the privacy and confidentiality of all our students. It is an expectation that all external allied health professional observational visits are conducted within a manner that upholds the privacy and confidentiality rights of all students and staff. Information pertaining to other students will not be shared with external allied health professionals. It is an expectation that information collected during observational visits pertaining to other students, will not be shared with the observed student's family or care team members.

### ***Responsibilities and expectations of parents/carers***

- Ensure that external allied health professionals are provided with a copy of the 'Armstrong Creek School External Allied Health Policy.
- Ensure that ACS Wellbeing and Referral Team are notified of the student's care team members ie. Names, role and contact details.
- Ensure that any allied health reports, letters, profile reports etc. that support the child in their care and learning needs are provided to the ACS Wellbeing and Referral Team via email: [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole Griffin and Wellbeing team. These provide valuable information for implementing adjustments to support students at Armstrong Creek school.
- Notify ACS Wellbeing and Referral Team of any changes to the students care team arrangements.
- If there are requests for assessments, questionnaires etc. to be conducted by school staff in support of private allied health therapies, these are provided to the wellbeing team via the school email address: [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole

Griffin and Wellbeing team. ***Please note: these are not to be sent/given to teaching staff directly.***

### ***Responsibilities and expectations of external allied health professionals***

- Prior to making contact with Armstrong Creek School, please refer to our school website for the required documentation which must be received before any request will be forwarded to the ACS Wellbeing and Referral Team for consideration.  
<https://www.armstrongcreekschool.vic.edu.au/page/43/External-Allied-Health-Visits>
  - Parent\Carer Consent Form
  - Non-Department of Education (DE) professionals to visit Armstrong Creek School
  - Licensing Agreement
  - Information Sharing Deed
- Ensure that current copies of the following documents are provided via the school email address: [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au) titling email attention to Nicole Griffin and Wellbeing team.
  - Professional Indemnity and Public Liability Certificates
  - Working With Children Check
- All Non-DE professionals visiting Armstrong Creek School must:
  - Adhere to the expectations as outlined in the induction process.
  - Adhere to the Department of Education Child Safe Standards by remaining in the presence of Armstrong Creek School staff for the duration of the visit.
  - Ensure that privacy and confidentiality of students and staff is maintained.

### ***Responsibilities and expectations of Armstrong Creek School staff***

- Ensure that all external visitors to the school meet the requirements of Child Safe Standards, including having current working with children or other suitability checks for visitors.
- Ensure that all relevant documentation including Parent\Carer Consent, Request for non-Department of Education (DE) professionals to visit Armstrong Creek School form and Professional indemnity and public liability certificates are provided prior to visit and are up to date.
- Ensure all external visitors are inducted and adhere to OHS and safety policies and guidelines.
- Ensure visitor registers are maintained.
- Ensure that visiting allied health professionals are supervised at all times whilst onsite.
- Ensure that privacy and confidentiality of students and staff at Armstrong Creek School is maintained.

## **POLICY REVIEW AND APPROVAL**

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Policy last reviewed	13 May 2026
Approved by	Acting Principal, Lizzie Tout
Next scheduled review date	13 May 2029