



CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIA

GUIDELINES FOR THE PROVISION OF THERAPY IN CATHOLIC SCHOOLS

Catholic schools recognise the valuable contributions provided by specialist services to enhanced outcomes for students with disabilities. Under the Western Australian School Education Act (2000) the principal has ultimate responsibility for the education programs provided by the school and the school is responsible for all aspects of a student's program and care during school hours. Acceptance and utilisation of therapy services as well as the incorporation of their recommendations in an individual student's Individual Education Plan (IEP) is at the discretion of the principal. While parent and/or specialist input is welcome, neither parents nor therapists have responsibility for developing educational programs. Program development and implementation is the responsibility of the class teacher.

Staff from external agencies visiting or working in catholic schools must comply with the following procedures:

All external service personnel intending to visit a Catholic school **must**:

- contact the principal (or his delegate) in the first instance for permission to visit;
- detail the specific purpose of the visit;
- show evidence that they have parent/ caregiver permission to visit a child;
- arrange specific dates and times with the principal (or his delegate) well ahead of the intended visit;
- provide identification and evidence of agency authorisation;
- provide evidence of CrimTrak or Working with Children Clearance.

Parents wishing external agency personnel visits to the school are required to discuss the purpose of the visit with the principal and seek principal approval for the visit.

After principal permission has been given for the visit and times and dates have been agreed, all visitors are expected to:

- advise the front office of their arrival in the school and sign the visitors prior to going to a classroom and again when they leave the school premises;
- remain as unobtrusive as possible within the classroom;
- obtain parent permission beforehand for each student if small group work is intended;
- refer only to the child for whom permission has been given to visit, not the teaching staff or other students;
- if required organise a post visit time convenient with the teacher to discuss issues regarding the visit as teachers are generally not in a position to discuss a student's needs or progress in class time.

Visitors to schools must **not** go directly to a class or staff room without checking at reception and recording their name and the time. All observations, information and documentation pertaining to school visits must be treated as confidential by all parties concerned.