



SF006 – VISITING ALLIED HEALTH PROFESSIONALS POLICY AND PROCEDURE

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

PURPOSE AND SCOPE

This document has been established to ensure that the School's engagement with allied health practitioners is as effective and efficient as possible.

It applies to all parents/guardians and employees of Willunga Waldorf School from Kindergarten to Class 12 as well as allied health practitioners visiting the School.

POLICY STATEMENT

At Willunga Waldorf School, we value opportunities to engage with and draw on the expertise of allied health practitioners to support staff and parents in working as a team to meet students' needs. We recognise that clear communication and guidelines are the foundation of building a productive relationship.

The safety, rights, and best interests of children will be the paramount consideration when engaging allied health practitioners at Willunga Waldorf School.

PROCEDURE

SETTING UP VISITS

Please read in conjunction with the flow chart in Appendix A.

1. Before contacting the School, parents and Allied Health Practitioners (AHP) should discuss whether it is appropriate for the therapist to work with the child at school, during school hours.
2. If they deem it the best option for the child, parents must contact their class teacher to discuss:
 - a. Whether therapy sessions at school are appropriate;
 - b. The AHP's availability; and
 - c. When would it most suitable for the child to come out of class to meet the AHP.

NB: If the AHP contacts the School directly, Front Office staff will forward the request to the relevant Learning Support Coordinator.



The LS Coordinator then emails the parents and class teacher and prompts them to discuss the matter as above before proceeding further.

3. The Class Teacher promptly contacts the Learning Support (LS) Coordinator to confirm days, times, session duration, frequency and room availability.
4. If no room is available at the requested time, the Class Teacher will inform the parents, who will, in turn, contact the AHP to renegotiate.
5. If a room is available, the LS Coordinator will email parents confirming all the arrangement details. The LS Coordinator will cc the following:
 - a. Class Teacher
 - b. HR Administrator
 - c. Office
 - d. Relevant Faculty Leader
 - e. Head of School
6. Following confirmation by LS Support:
 - a. The HR Administrator will contact the AHP and:
 - i. Request a valid Working with Children Check and RRHAN-EC certificate;
 - ii. For AHPs engaged in our kindergarten, request a current Child Safety Training certificate
 - iii. Provide the AHP with access to relevant school policies.
 - b. The School Office Supervisor or Receptionist will record the arrangement in the student's file.
 - c. For AHP working with kindergarten children: The HR Administrator will advise the Head of School to add the AHP's details to the National Early Childhood Worker Register.

AHP'S FIRST VISIT

7. On the AHP's first visit, the LS Coordinator or delegate will meet the Allied Health Practitioner at the Front Office. They will ensure that the AHP signs in and receives a Visitor Badge. They will also provide a site induction (emergency assembly points, child-safety, staff toilets, child's classroom, meeting location, sign-in/out, digital devices in Kindergarten).

SUBSEQUENT VISITS

8. The AHP is required to sign in and out at the Front Office each time they come to the school.
9. They are required to wear a Visitor Badge for the duration of their visit.
10. They will collect the child from their classroom, take them to their allocated therapy space, and return them to their classroom after the session.
11. While on site, allied health practitioners must comply with all relevant School policies, particularly those relating to child safety and work health safety.

CANCELLATIONS

12. If the visit must be cancelled for any reason, this advice should be provided to everyone involved.



13. Parents are responsible for informing the AHP if a school event, excursion or similar will impact the scheduled sessions.
14. The AHP will inform the parents and school office if they need to cancel the session.

CONCLUSION OF AHP VISITS AT SCHOOL

15. Parents must advise their Class Teacher when their child no longer requires visits of their AHP at school.
16. The Class Teacher will subsequently inform:
 - a. LS Coordinator
 - b. HR Administrator
 - c. Office
 - d. Relevant Faculty Leader
17. For AHPs working with kindergarten children: The HR Administrator will notify the Head of School of the conclusion of the AHP's engagement at school; the HoS will update the National Early Childhood Worker Register accordingly.



RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	STU001 Child Safe Environment Policy STU002 Mandatory Notification Policy and Procedures SF001 Professional Code of Conduct WHS001 Work Health Safety Policy
Early Childhood Legislative Requirements	Education and Early Childhood Services (Registrations and Standards) Act 2011 (as amended) Education and Care Services National Regulations (2011) (as amended) National Quality Framework (NQF)

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Head of School
Policy Approver	Head of School
Version	2.0 (replaces previous versions)
Publication Date	04/02/2017 (version 1.0)
Last Review Date	May/June 2026
Next Review Date	June 2029
Revision Record	<p>May/June 2026:</p> <ul style="list-style-type: none"> - Updated Policy Statement to include child safety as paramount consideration. - Added requirement for child-safety training and to notify Head of School of AHPs working with kindergarten children to add to National ECH worker Register. - Added "Conclusion of AHP Visits at School" section. - Minor updates to language and formatting for improved clarity. - Added Early Childhood legislative requirements



APPENDIX A

