



Vaucluse Public School  
- est. 1858 -

## **POLICY FOR VISITING THERAPISTS AND PROFESSIONALS**

Dear Parents

In 2019 Vaucluse Public School will schedule a timetable for visiting private therapists such as Occupational Therapists and Speech Pathologists. In addition to this timetable, Vaucluse Public School have developed a policy for visiting therapists to read and sign prior to commencing therapy.

Intervention by visiting therapists needs to be discussed with and approved by the Learning and Support Team and the school Principal prior to commencing therapy with individual students at Vaucluse Public School. This includes therapists who may have already been privately operating within Vaucluse Public School this year or in years past.

As part of the procedure for arranging therapy at school in 2019 parents will need to write a letter to the Classroom Teacher and school Principal that includes the name of the therapist, the nature of the proposed therapy and the times requested. Permission will not be granted for students to leave the school grounds during school hours to attend outside therapy sessions. If you wish for your child to participate in out of school therapy during school hours, you must apply for Partial Enrolment through initially the Principal of Vaucluse PS, then Bondi Office and the School Education Director of the Port Jackson region.

### ***From January 2019, all visiting therapists are required to:***

- 1) Present their working with children check prior to commencing any therapy sessions*
- 2) Sign **in** and **out** at the office **before** and **after** each therapy session*
- 3) Ensure they wear a visitors badge whilst at the school*
- 4) Wait in the office for the office staff to notify the students' classroom teacher of their presence at the school*
- 5) Collect children directly from the classroom teacher and proceed to the designated room as allocated on the school timetable*
- 6) After the therapy session has been completed, the therapist must hand over the student directly to their classroom teacher. Students are NOT permitted to take themselves to and from therapy sessions alone, or in the company of another student without the visiting therapist*
- 7) Comply with all Workplace Health and Safety procedures including Emergency Evacuations, Lockdowns and Lockouts.*



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As a visiting therapist, I understand that I require approval from the school principal prior to commencing therapy with individual students at Vaucluse Public School.

***Prior to commencing any therapy sessions, I agree to do the following:***

- 1) *Communicate with the school principal and the classroom teacher of the student/s I will be working with prior to commencing any therapy sessions*
- 2) *Sign in at the office before each therapy session*
- 3) *Present my working with children check upon arrival at the school office and prior to commencing any therapy sessions*
- 4) *Wait in the office for the office staff to notify the students' classroom teacher of their presence at the school*
- 5) *Collect the student/s that I am seeing directly from their classroom teacher and proceed to the designated room as allocated on the school timetable*
- 6) *Hand over the student directly to their classroom teacher when the therapy session has concluded. I understand that for safety reasons students are NOT permitted to take themselves to and from therapy sessions alone, or in the company of another student without me to accompany them*
- 7) *Comply with all Workplace Health and Safety procedures including Emergency Evacuations, Lockdowns and Lockouts.*

***I have read and understood the above information and agree to comply with all of the above.***

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_