

2016 – 2018

# Protocols for School Visits



These protocols have been developed in order to help organisations establish and maintain professional working relations and clear communication processes with state and non-state schools.

## ***Purpose of NSO Funds***

The purpose of these funds is to provide a financial contribution to eligible non-government, not-for-profit, non-school organisations to enhance the educational outcomes for eligible school students with disability who require significant levels of educational adjustments.

It is a requirement that organisations provide advice and support for the development and implementation of the eligible student's education support plan/educational program as requested by the school.

## ***Services must be provided in schools***

The NSO team will consult and liaise with the referring school and/or the Advisory Visiting Teacher (AVT) and/or education sector therapist to determine service provision requirements at school. Services are to be provided in collaboration with these education professionals.

## **Local and Regional services may provide:**

- direct educational support at school e.g. therapy, orientation and mobility; and/or
- specialised equipment for loan/trial for the student at school; and/or
- resources to the school for loan; and/or
- written reports to the school in relation to service provision.

## **Outreach services must:**

- comply with all mandatory reporting requirements and all relevant policies and procedures as notified from time to time;
- provide services at school, or as negotiated and agreed to by the NSO outreach team and the school;
- consult and liaise with the locally based NSO service provider in the region;
- liaise with the school support team; and
- provide written reports to the school in relation to service provision.

## **At specific locations:**

- Professional development
- workshops may be provided by the NSO team on specific topics to a particular group e.g. school staff, education based therapists.

## Responsibilities of the NSO Team

### NSO team members must:

- Liaise with the School to obtain copies of all policies and procedures regarding student safety and wellbeing and regarding all mandatory reporting requirements.
- Contact the case manager/ school support team on a regular basis.
- Provide advice and support for the development and implementation of the student's education program as developed by the school support team.
- Advise the school Administration Office as soon as possible if a change in the appointment is necessary and request that the information be conveyed as a matter of urgency to the teachers/staff involved.
- Liaise with the school to obtain permission for NSO Strategic Governance Group members to visit.

### Outreach

Outreach team members should communicate with the school and/or the identified liaison person in each region where outreach services are to be provided and agree on a plan.

## Preparation for School Visits

### At the School

Each representative of a funded organisation must follow school protocols for visitors including reporting to administration on arrival and departure.

- It is essential to wear a badge that identifies the funded organisation that is providing the service and the name of the individual providing the service.
- NSO teams should exchange information with the identified staff at the school and as appropriate at the regional level, to co-ordinate NSO visits.
- Prepare a schedule of proposed visits along with a list of the key personnel involved. Send or leave this at the school at least two weeks in advance. A copy for the class teacher must be included.

### Outreach services

Contact should be made in writing, at least annually, with the appropriate Education Authority when organising visits. The contact person should be informed of the schools proposed to be visited and the service to be provided. Refer to:

- Independent Schools of Queensland – The principal of the school.
- Catholic Education – Diocesan Office, Director e.g. Student Services.
- State Schooling – Regional Office, Principal Education Officer - Student Services (PEO SS).

### Definitions:

- NSO – Non School Organisations e.g. Autism Queensland; Montrose; SBH Qld; Vision Australia.
- Outreach services – provided as a statewide service where over night stay is necessary, not local teams providing a regional service.