

Allied Health Onsite POLICY



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Cranbourne Primary School on (03) 5996 1744 or cranbourne.ps@education.vic.gov.au.

PURPOSE

To explain to Cranbourne Primary School parents, carers, staff and students the processes and procedures in place to support students highlighted as benefiting from extra support from Allied Health Practitioners Onsite.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have an NDIS Plan or are working privately with Allied Health
- all NDIS Practitioners working with students from Cranbourne Primary School on school grounds
- all parents/carers wanting Allied Health to work onsite with their child

POLICY

School Statement

Cranbourne Primary School will make all attempts to accommodate Allied Health workers onsite, where it does not impede the running of the school and the learning of students.

Who will be allowed onsite?

Due to the large number of students accessing NDIS funding, we are not always able to accommodate all Allied Health workers. The school will prioritise Allied Health Professionals with the following qualifications in this order:

1. Psychology
2. Counselling
3. Speech Pathology
4. Occupational Therapy

For all other Allied Health Professions, the school will consider on a case-by-case basis and only where we are not exceeding daily limitations.

Capacity Limitations

To make sure that the number of Allied Health Professionals (AHP) onsite does not overwhelm the daily running of the school the following limitations will now be in place;

- A total limit of three AHPs onsite per day
- A limit of two AHPs onsite per student
- Friday session 5 will not be available to book
- No bookings will be made during the specialist program for any child
- Bookings can commence from Week 4 of Term 1 each year
- There is no bookings available during the final week of each term
- No bookings are available in the final 3 weeks of term 4 each year

Locations

Allied Health Professionals will not be allowed to work with students in their classroom/s during lessons. Open spaces outside classrooms will be given and where possible closed 1-1 rooms can be booked on arrival. These rooms CANNOT be booked in advance as they are prioritised for school staff first. When booking 1-1 rooms on the day of a session priority will always be given to school staff first then follow the below order;

1. Psychology

2. Counselling
3. Speech Pathology
4. Occupational Therapy

Observations of students during their lessons will be permitted in some circumstances, with approval from the Principal. Where an AHP conducts an observation, notes and recommendations from this must be provided within 2 weeks to the Principal and ONLY be in relation to the child being observed.

Booking onsite visits

To book in to work onsite with a student, Allied Health Professionals must contact the office and complete appropriate forms. It is the responsibility of the Allied Health Professional to read the paperwork and get all parties to complete/sign it before they can book in sessions. Sessions are booked in for a term at a time and must be the same day/time per week/fortnight, and as per the Capacity Limitations section of this policy. It is the responsibility of the parent/carer to contact the AHP's where there are events preventing the child from participating in a booked session (including illness, excursion, incursion etc.).

COMMUNICATION

This policy will be available on Cranbourne Primary School's website so that parents and other members of the school community can easily access information about Cranbourne Primary School's Allied Health procedures. The parents and carers of students who are enrolled at Cranbourne Primary School and are identified as having Allied Health onsite working with their child will also be provided with a copy of this policy.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, and volunteers are aware of this policy and Cranbourne Primary School's procedures for Allied Health Professional's onsite.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	School Principal
Next scheduled review date	November 2026