



## ONSITE ALLIED HEALTH PROTOCOLS

### Purpose

The purpose of Allied Health in school sessions is to support positive, collaborative partnerships between Moriac Primary School and external Allied Health providers working with students during school hours.

### Communication & Coordination

- **Booking Sessions:** All visits must be booked in advance through Administration.
- **Booking Requirements:** Minimum fortnight bookings preferred, commencing from 11:15am
- **Notification:** Provide at least 24–48 hours' notice for planned visits. Notify the school of any cancellations or reschedules as early as possible.
- **Consent & Documentation:** Ensure **parental/carers consent** is in place for any student involvement. A copy of the consent form must be provided to the school.
- **Reports & Recommendations:** Share relevant reports, goals, or recommendations with the school to support consistency across settings (with parental permission) to [moriac.ps@education.vic.gov.au](mailto:moriac.ps@education.vic.gov.au)

### Arrival & Sign-In

- **Sign In/Out:** All Allied Health professionals must sign in at the school office on arrival and wear a visitor badge while on school grounds.

### Session Arrangements

- **Minimising Disruption:** Where possible, arrange sessions to avoid key learning times or special events. Sessions should be scheduled around students' academic and social priorities.
- **Location:** Sessions will usually be conducted in designated spaces such as the Wellbeing Hub, Resource Room, or another agreed location, with classroom observation kept to a minimum.
- **Student Needs First:** If a student is dysregulated, unwell, or unavailable due to school-based needs, sessions may need to be rescheduled or modified.
- **In class observations** must be approved by the Principal/Assistant Principal prior to booking a session time.

### Collaboration with Staff

- **Professional Conduct:** Allied Health professionals are expected to collaborate respectfully and professionally with teachers and school staff. It's encouraged to share key strategies with relevant teachers and Education Support staff to promote consistency in supporting the student at an appropriate time discussed with the staff,

### Privacy & Confidentiality

- Respect the privacy of all students and staff. Information shared during sessions should be handled sensitively and only discussed with those who have appropriate permission.





## Duty of Care

- The school retains **duty of care** responsibility for students during sessions. Allied Health staff must follow school procedures for emergencies or significant incidents.

## Feedback & Review

- Allied Health providers may be asked to contribute to student support plans (e.g., IEPs or Behaviour Plans) when relevant.
- Regular communication between providers, families, and school is encouraged to monitor progress and adjust supports as needed.

Thank you for your assistance and we look forward to working together for the betterment of our students.

Regards,

Moriac Primary School

