



SILVER TREE STEINER SCHOOL

Visiting Allied Health Professionals Policy and Procedure

2026

AUTHORISED BY:	Head of School
VERSION:	Version 2
DATE:	August 2025
REVIEW:	August 2028

Contents

- Purpose and Scope 3
- Policy Statement..... 3
- Procedure 3
- Setting Up Visits..... 3
- AHP’s First Visit..... 3
- Subsequent Visits 4
- Cancellations 4
- Appendix A: AHP Visit Flowchart..... 5

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 Silver Tree Steiner School as well as allied health practitioners visiting the school.

Policy Statement

At Silver Tree Steiner 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. Whilst not exhaustive, the following services may be considered appropriate to be conducted at in-school visits:

- Speech Therapy
- Occupational Therapy
- Psychology

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 (AHPs) should discuss whether it is appropriate for the practitioner to work with the child at school, during school hours.
2. If they deem it the best option for the child, parents must contact the Leadership Team to discuss:
 - a. Whether therapy sessions at school are appropriate.
 - b. AHP's availability.
 - c. When would it be most suitable for the child to come out of class to meet the AHP.

NB: If the AHP contacts the school directly, the Receptionist will forward the request to the Leadership Team.

If deemed appropriate, the Leadership Team then emails the parent and class teacher and prompts them to discuss the matter as above before proceeding further.

3. The Class Teacher and Leadership Team will liaise to confirm days, times, session duration, frequency and room availability. The Leadership Team will confirm and communicate details with the AHP.
4. The AHP will email parents and the Leadership Team confirming all the arrangement details.
5. The Leadership Team will liaise with the Receptionist to book a room (if available) for the AHP visits.
 - a. Receptionist to file timetable in student's file.
6. The Leadership Team will contact the AHP prior to their first visit and request a valid Working with Children Check and Mandatory Reporter Training certificate; they will also provide the AHP with access to relevant school policies.
7. All class visit/student observation requests should be addressed to the Leadership Team. Approval remains at the discretion of the Leadership Team.

AHP's First Visit

On the AHP's first visit, a member of the Leadership Team will meet the Allied Health Practitioner at Reception. They will ensure that the AHP signs in and receives a visitors' badge. They will also provide a brief site induction (emergency assembly points, staff toilets, child's classroom, meeting location, and sign-out).

Subsequent Visits

- The AHP is required to sign in and out at Reception each time they come to the school.
- They are required to wear a Visitor Badge for the duration of their visit.
- They will collect the child from their classroom, take them to their allocated space, and return them to their classroom after the session, unless an alternative arrangement is made.
- While on site, AHPs must comply with all relevant School policies, particularly those relating to child safety and Work Health and Safety.

Cancellations

- If the visit must be cancelled for any reason by the parent, this advice should be provided to everyone involved – AHP and Leadership Team. If the AHP cancels an appt, they must inform parents and the Leadership Team.
- Parents are responsible for informing the AHP if a school event, excursion or similar will impact the scheduled sessions.
- The AHP will inform the parents and Leadership Team if they need to cancel the session.

Appendix A: AHP Visit Flowchart

