# EXTERNAL SPECIALIST VISIT POLICY

**Help for non-English speakers**

If you need help to understand this policy, please contact the office on 5998 2304.

**Purpose**

This policy outlines the guidelines and procedures for accommodating external specialists at Devon Meadows Primary School for the purpose of assessments and observations. We recognize the importance of involving professionals to enhance our students' learning experiences while maintaining a safe and conducive environment for all.

**gUIDELINES**

1. At Devon Meadows Primary School we are committed to providing a safe and enriching environment for all students. Therefore, requests for external specialists to conduct practice sessions during school hours cannot be accommodated due to limitations in space and resources that could impact our ability to fulfil our duty of care.
2. In situations where an external specialist's expertise is required for assessments or observations, a written request must be submitted to the school administration. This request should outline the purpose, duration, and necessary details of the proposed visit.

**Approval Process**

1. The submitted request will be reviewed by the school principal to ensure that the visit aligns with the best interests of all students and doesn't disrupt the regular learning environment.
2. The principal will consider factors such as the impact on student safety, available space, potential disruption to classes, and the overall feasibility of accommodating the external specialist.
3. The decision of whether to approve or decline the request will be communicated to the requesting party in a timely manner.

**Requirements for Requests**

1. Requests for external specialist visits must be submitted in writing to the school administration at least one week before the proposed visit.
2. The request should include details such as the purpose of the visit, the specific assessments or observations to be conducted, the duration of the visit, and any additional resources or accommodations required.

**Confidentiality and Professionalism**

1. External specialists granted permission to visit Devon Meadows Primary School for assessments and observations must adhere to all school policies and guidelines during their visit.
2. Any information obtained during the visit, including student information, must be treated confidentially and in compliance with relevant privacy regulations.

**Conclusion**

At Devon Meadows Primary School, we value the involvement of external specialists in supporting our students' growth and development. This policy ensures that such visits are conducted in a manner that prioritizes the safety, well-being, and educational experience of all students. By adhering to these guidelines, we can create a collaborative and enriching learning environment for everyone.

## EVALUATION

All policies will be reviewed annually as part of the school’s cyclic review process.



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| Policy last reviewed | 12/8/24 |
| Approved by | Principal  |
| Next scheduled review date | August 2026 |