#### IN-SCHOOL SPECIALIST SERVICES POLICY

### **Purpose**

- Define the obligations of schools in delivering optional in-school specialist services and their accountability in monitoring and evaluating service quality.
- Regulate access of centers within the emirate of Abu Dhabi and their specialists to deliver specialist services on private school premises for students.
- Outline the monitoring and reporting requirements to support student progress.

#### **Definitions**

Annual reviews	An annual meeting that brings together the whole team working with a student to review their progress and goals for the following year.
In-school	Within the premises of the school where the service is delivered.
In-school specialist services	Specialist services which take place periodically on school premises.
Centers	A center that offers one or more types of specialist services. This includes all institutions licensed by the Department of Health, Abu Dhabi (DoH) as rehabilitation centers and clinics.
Clinical Specialist	A specialist who holds a DoH Allied Health Professional license.
Non-clinical specialist	A specialist who holds a Department of Community Development (DCD) Social Care Professional license.
Specialist services	Services, such as speech therapy and occupational therapy, that require specialist knowledge and expertise delivered by a specialist with a DoH Allied Health Professional license.
Specialist	The professional delivering the specialist service.

# **Policy**

### 1. Scope

1.1 <u>Schools</u>: This policy is applicable to schools who wish to provide in-school specialist services on their premises.

- 1.2 <u>Centers and Center Specialists</u>: This policy is applicable to all DoH-licensed centers in the emirate of Abu Dhabi and any specialists affiliated with these centers.
  - 1. Centers in other emirates or those without a DoH license are not permitted to offer in-school specialist services.
  - 2. Non-clinical specialists who are hired directly by schools fall outside the scope of this policy.
  - 3. Clinical specialists who are hired directly by schools who have DoH Rehabilitation Center licences fall outside the scope of this policy.
- 1.3 <u>Students</u>: This policy is applicable to any student (of any age) who may require in-school specialist services.

# 2. School-Based In-School Specialist Services Policy

- 2.1 <u>Policy Requirements</u>: Schools shall develop, monitor, and evaluate their policy for in-school services. The policy shall include the following elements at a minimum:
  - 1. An outline of the referral process from the identification of students in need of specialist services to the start of services in school.
  - 2. Details of the contractual agreements between the three parties: schools, centers, and parents, clearly outlining the roles and responsibilities of each party.
  - 3. Provision of accommodations (dedicated spaces within the school premises for the duration of the session) for these services for students aligned with their individual needs.

#### 3. Identification

- 3.1 <u>Identification and Documentation:</u> Students who may benefit from specialist services may be identified by their teachers or parents. The entire referral process shall be documented from when the teacher/parent raises a concern to the start of service delivery. The documentation needs to include the following elements, as a minimum:
  - 1. The type of service the student will receive, including frequency and duration.
  - 2. An evaluation of the student's current situation (including level of functioning if a Student of Determination) and the planned intervention goals written as SMART (specific, measurable, achievable, relevant, and timely) targets.

- 3. The intervention goals, where appropriate, need to be included in the student's documented learning plans.
- 4. All progress reports.
- 5. Specific advice for the student's teachers, where applicable.

### 4. Center Registration and Selection

- 4.1 Registration with ADEK: It is mandatory for centers wishing to provide specialist services in schools to register themselves and their specialist(s) on the ADEK website. Specialists already working in schools without a DoH license will be granted a grace period of 6 months from the issuance of this policy to obtain the relevant license, however, they are suspended from practicing during this time in line with DoH licensing requirements.
- 4.2 <u>Selecting Centers</u>: Please refer to the "In-School Services Guidance" for a link to view the registered centers and their specialists.
  - Schools are given the option to select multiple centers (maximum of 5)
    and are required to carry out further due diligence such as meeting
    directly with the specialists and reviewing reports.
- 4.3 <u>Selecting a Center not on the School's List:</u> Parents are permitted to select a center not on a school's list as per the options below:
  - 1. If the center is already registered with ADEK, then it will be up to the school and parents to reach an agreement about selecting the new center.
  - 2. If the center is not known to ADEK, and the school accepts to select them, then the center will need to go through the ADEK registration process.

### 5. School-Center Contractual Agreements

- 5.1 <u>Stipulations:</u> Schools and centers are mutually accountable for the quality of service provided and shall draft a contractual agreement, which as a minimum covers the following elements:
  - 1. Identify the expectations, roles, and responsibility of each party (school, parents, and the center) in detail.
  - 2. Indicate how confidential information is managed, documented, and stored in line with Federal Law No. (45) of 2021 Concerning the Protection of Personal Data.
  - 3. Stipulate how damages will be covered and dealt with as per applicable regulations and laws.

- 4. Outline and document the entire referral process from when the teacher/parent raises a concern to the start of service delivery.
- 5. Describe the services students will receive, including how student baselines will be established.
- 6. Define the duration of agreement, payment, grievance procedures, and terms for the termination of contractual agreement.
- 7. Explain how the quality and progress of the service will be monitored and communicated between the parties.

### 6. Management of payments

- 6.1 <u>Parent-School Payments</u>: Parents shall pay for services directly to the center or the school or through any other agreed method between parents and the school.
- 6.2 <u>Management Fee:</u> Schools are permitted to charge optional management fees of up to 10% of the center's service fees (per session or package).

#### 7. Student Progress

- 7.1 <u>Ensuring Student Progress</u>: The Head of Inclusion shall be responsible for monitoring and evaluating student progress in regular consultation with the specialists and parents.
- 7.2 <u>Sharing Reports with Students and Parents</u>: Schools shall share evidence of student progress along with school report cards, to be discussed during parent conferences. Schools shall engage students and parents through direct communications and training sessions to develop their understanding of the progress results and next steps for learning.
- 7.3 <u>Annual Reviews</u>: Schools shall be responsible for conducting annual reviews and involving all stakeholders (Head of Inclusion, teachers, specialists, parents, etc.) in this process.

#### 8. In-School Dedicated Spaces

8.1 Responsibility of Maintaining a Dedicated Space: The school shall maintain a safe and hazard-free dedicated space, and, where applicable, adhere to the requirements of DoH and any other relevant government entity for the duration of the session (e.g., sufficient space for the storage of resources, availability of rooms in proportion to the number of students requiring these services, etc.).

#### 9. Student Protection

9.1 <u>Agreement to School's Student Protection Policy:</u> The specialist will be required to agree and sign each school's Student Protection Policy.

### 10. Information Security

10.1 <u>Security and Integrity of Assessment Resources and Data</u>: Schools shall ensure the integrity and security of assessment resources (instruments, confidential assessment materials) and data (individual and school-level data and records) provided to them.

### 11. Liability

11.1 All specialists providing in-school specialist services shall be covered under their center's professional indemnity insurance before commencing work in schools.

#### 12. Monitoring and Evaluation

- 12.1 <u>Monitoring and Evaluation:</u> Schools shall develop internal indicators to monitor and evaluate the effectiveness of the in-school specialist services. This exercise shall inform any future reviews of their policy and processes.
- 12.2 <u>Overall Quality of Service Provision:</u> The Head of Inclusion shall facilitate and monitor the overall quality of service provision at their school, in regular communication with the school leadership and parents.

### 13. Compliance

13.1 Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Law No. (3) of 1987 Concerning the Penal Code or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

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