



## **Protocol for Visiting Professionals**

From time to time we are contacted by professionals who are commissioned by parents to conduct an assessment of a child with additional needs. Whilst we endeavour to accommodate such requests this cannot impact on the efficient running of the school, the learning of all our children or the already high workload of school staff.

Before we can make a decision as to whether or not the request can be accommodated we need the following information:

- the name of the company / organisation
- the name of the professional visiting the school
- their qualifications
- proof of DBS
- the purpose of the assessment
- requirements of the professional with particular reference to
  - access to the child,
  - access to other children,
  - report writing requirements for school staff,
  - time needed to speak to the SENCo or other staff
  - space
  - time – number of visits, length of time of each visit, period of time during which the visit(s) will take place
- How the professionals will feed back to school?
- How will you expect this information to be used in school once the assessment is completed?

We therefore ask that this information is provided so that an informed decision can be made.

We cannot accommodate any privately commissioned interventions and ask for parents to arrange out of school hours.