



Beaconhouse Private School Al Ain

In-School Specialist Services Policy

2025-2026

(Reviewed in August 2025)

Reviewed by:	SLT
Review Date:	August 2025
Next Review Date:	June 2026
SLT's Signature:	<i>Maheen</i> <i>MSShaik</i>
Principal's Signature:	<i>[Signature]</i>
Board Governor's Signature:	<i>[Signature]</i>



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1. Introduction

Beaconhouse Private School is committed to supporting the diverse learning, social, emotional, and developmental needs of all students. In alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations, the school provides access to high-quality in-school specialist services for students who require additional support.

This policy outlines the framework for the identification, referral, implementation, and monitoring of specialist services delivered within the school premises.

2. Purpose

The purpose of this policy is to:

- Ensure equitable access to specialist services for all students who may require them.
- Define clear roles, responsibilities, and contractual arrangements between the school, centres, parents, and specialists.
- Safeguard the quality, accountability, and confidentiality of specialist service provision.
- Monitor, evaluate, and report on the effectiveness of specialist interventions in promoting student progress.

3. Scope

This policy applies to:

- Students: All enrolled students who may require specialist services.
- Specialists: Licensed professionals registered with ADEK, Ministry of Community Development (MoCD), or the Department of Health (DoH).
- Centres: ADEK-registered centres authorized to deliver rehabilitation or therapy services.
- Parents/Guardians: Partners in supporting their child's learning and well-being.

4. Definition

Specialist Services: Services requiring professional expertise (e.g., speech and language therapy, occupational therapy, behavioural therapy, counselling, etc.).

Documented Learning Plan (DLP): An individualized plan (IEP, ISP, ILP, BSP, ALP) outlining student goals and accommodations.

Annual Review: A formal meeting with stakeholders to review progress and plan next steps.

Referral and Identification Process

1. **Initial Concern:** A concern may be raised by a teacher, parent, or school staff.
2. **Documentation:** Concerns are recorded, and baseline data on the student's functioning is collected.
3. **Consultation:** The Head of Inclusion meets with parents to discuss the referral.
4. **Referral:** If appropriate, the student is referred to an ADEK-registered center for specialist assessment.
5. **Service Commencement:** Once agreed upon, services begin within the school premises following contractual arrangements.

All documentation must include:

- Type of service (frequency, duration).
- SMART intervention goals.
- Progress monitoring methods.
- Teacher strategies to support in-class learning.

5. Payment Procedures

- Parents shall pay directly to the centre or through any agreed method with the school.
- The school may charge a management fee (up to 10%) for service coordination.

6. Student Progress Monitoring

- The Head of Inclusion will oversee progress monitoring in consultation with teachers, parents, and specialists.
- Progress reports will be shared with parents during report card cycles and parent-teacher conferences.
- Parents are required to share all external reports relevant to their child's education with the school.
- Annual Reviews will be conducted with all stakeholders.

7. Dedicated Spaces

- The school will maintain safe, confidential, and accessible spaces for specialist sessions.
- Spaces will meet DoH and ADEK requirements, including storage for therapy materials.

8. Student Protection and Safeguarding

- All specialists must sign and comply with the Beaconhouse Private School Student Protection Policy.
- Specialists must also adhere to ADEK's student protection regulations.

9. Information Security

- All data and assessment resources will be securely stored in compliance with Federal Law No. (45) of 2021 on Data Protection and ADEK's Records Policy.

10. Liability

Specialists must hold valid professional indemnity insurance through their affiliated centres.

11. Monitoring and Evaluation

- The school will develop internal performance indicators to evaluate the effectiveness of specialist services.
- The Head of Inclusion will report outcomes to school leadership and parents.
- Monthly logs of in-school specialist services will be completed in the ADEK system.

12. Compliance

- This policy complies with ADEK's *In-School Specialist Services Policy (2022, revised 2024)*.
- Beaconhouse Private School commits to full compliance from AY 2024/25.
- Non-compliance may result in regulatory action as per ADEK and Federal Law No. (31) of 2021.

13. In-School Specialist Undertaking

As a licensed In-School Specialist providing services to students within Beaconhouse Private School, I hereby acknowledge, understand, and agree to adhere to the following policies and responsibilities:

Compliance with ADEK Regulations

- I confirm that I hold a valid professional license from the Department of Health (DoH) or the Ministry of Community Development (MoCD) and am duly registered with ADEK to provide in-school specialist services.
- I agree to comply fully with the ADEK In-School Specialist Services Policy (2022, revised 2024) and all related school regulations.

Child Protection and Safeguarding

- I commit to safeguarding the welfare of all students under my care at all times.
- I will strictly adhere to Beaconhouse Private School's Student Protection Policy and ADEK's safeguarding requirements.

- I will immediately report any suspected abuse, neglect, or inappropriate behaviour to the designated Child Protection Officer or School Administration.

Child Protection and Safeguarding

- I commit to safeguarding the welfare of all students under my care at all times.
- I will strictly adhere to Beaconhouse Private School's Student Protection Policy and ADEK's safeguarding requirements.
- I will immediately report any suspected abuse, neglect, or inappropriate behaviour to the designated Child Protection Officer or School Administration.

Professional Conduct and Collaboration

- I will always maintain professional behaviour and integrity while providing specialist services.
- I will respect and honour the cultural, religious, and social values of students, families, and the school community.
- I will collaborate constructively with teachers, parents, and the school's Head of Inclusion to ensure my services support student learning and well-being.
- I will maintain punctuality, reliability, and consistency in delivering agreed sessions.

Confidentiality and Information Security

- I will ensure the confidentiality of all student records, assessments, and reports, in line with Federal Law No. (45) of 2021 on Data Protection and ADEK's Records Policy.
- I will not disclose any information about students outside of authorized school and parental communication channels.

Service Delivery and Accountability

- I will deliver services in accordance with the documented learning plan (IEP, ISP, ILP, BSP, ALP) agreed with the school and parents.
- I will provide regular progress reports and share them with the school and parents.
- I will participate in annual review meetings and other required consultations to monitor student progress.
- I confirm that I am covered under my centre's professional indemnity insurance.

Use of School Premises

- I will use the designated in-school specialist spaces responsibly and ensure they remain safe, clean, and suitable for student use.
- I will comply with all school safety and operational guidelines.

Declaration

I, the undersigned, have read and understood the above undertaking. I hereby agree to abide by these policies and undertake my responsibilities as an In-School Specialist at Beaconhouse Private School with professionalism, integrity, and commitment to student well-being.

Name of Specialist: _____

Specialist Centre: _____

ADEK Registration Number: _____

Signature: _____

Date: _____