

The Red Door School



Visitation Placement Policy

Approved by Board of Management: 30th November 2017

Next Review date: November 2018

Signed: _____
(Chairperson of the Board of Management)

Visitation Placement Policy

Policy Statement

The Board of Management (BoM) and the staff in The Red Door School are keen to maximise all opportunities for students to reach their full potential both educationally and socially. Each student's educational and behavioural programmes are tailored to suit the student's individual needs. For some children this means that it is appropriate to attend mainstream for at least part of the school day. The purpose of the integration programme is to give the student the opportunity to learn in an environment with children of their age group who have passed through the typical stages of the mainstream education process.

The Red Door School does not consider that the acceptance of a child into a mainstream classroom sets a precedent for the inclusion of another child into that mainstream school. The inclusion of a child into a classroom is treated on an individual basis and without expectation placed on the school in any manner. The staff in The Red Door School will appreciate any response on the part of the mainstream teacher/principal to any prescribed inclusion programme.

Visitation placement implies that the student is placed in two educational settings but is enrolled in The Red Door School only. It must be made clear to all involved that the mainstream class teacher is not responsible for the academic and social progress of the child but rather a facilitator. The BoM of The Red Door School is solely responsible for the health and welfare of the child during his/her time in integration on an appropriate visitation placement.

Considerations for Placement:

The criteria outlined below will be used to determine whether the child could be considered for a visitation placement:

- The child's Parents, the school principal, the behaviour analyst and the class teacher should all agree that the student needs to be included in a mainstream classroom in order to reach his/her full potential.
- The child must be taking consistent direction from any staff member.
- The child must be able to participate in classroom group activities.
- The child must be capable of engaging in an activity at their own level which matches the activity of the classroom. (for example the child can complete a maths activity differentiated to their needs while the class are engaged in maths)
- The child can cope with changes to the daily schedule.
- The child must be able to show some level of self management skills: follow a visual schedule and token economy, independent work.
- The child must be able to remain on task with intermittent support from a staff member.

Criteria for Placement

- A full risk assessment must be drafted by Principal, Behaviour Analyst and signed by all staff involved, subject to review each month or as required. Suspension of visitation placement will occur immediately following any incident deemed to have put a student or other in danger until risk control measures can be put in place.
- The placement is subject to the agreement of a staff member to undertake supervision duties, it is the right of the supervising tutor/SNA to withdraw from this placement at any point. If no suitable or alternative staff member can be sourced the placement will be suspended until such a time arrangements can be made to resume.
- The placement is also subject to the agreement of the mainstream school who have the right to suspend the arrangement at any time.

Procedure

The parents/guardians of the child must bring it to the attention of the school principal that they would like to pursue a visitation placement for their child and the proposed school which they intend to place their child.

The BoM of The Red Door School will be notified by the principal that one of the students in the school is seeking a school for visitation placement. The BoM will consider impact on staffing and the proximity between the two schools.

A letter of application will be prepared by the BoM of The Red Door School which will be signed by the chairperson, the principal and parent/s of the child.

The Principal in The Red Door School will approach the Principal of the proposed school with a letter of application for a visitation placement.

Providing that the mainstream school is willing to facilitate the integration programme, a meeting will be arranged between the principals of both schools to discuss the practicalities of the visitation placement programme which best suit the mainstream school and the needs of the individual child.

A meeting between all parties involved will now be arranged where parents and principals will sign a Visitation Placement Contract as outlined between both schools.

Steps in the integration Process

Trial/Probationary Phase:

The child is initially integrated for a short period of time during the school day. The mainstream teacher decides the time that will be most suitable according to his/her classroom schedule. The child is integrated for this agreed time for a period of no more than two weeks.

Review:

At the end of this period a meeting will be arranged to facilitate mainstream teacher and/or principal in expressing any concerns they may have regarding the programme. At this meeting it will be decided if the child is ready for more time in the mainstream setting.

Placement:

A timetable will now be formulated and monitored regularly by the Behaviour Analyst of The Red Door School, the child's class teacher in The Red Door School, the accompanying staff member and the mainstream class teacher. The effectiveness of the programme will be reviewed on a term by term basis or at any stage at the request of the mainstream school. The purpose of this review is to facilitate the mainstream school in expressing any concerns they may have.

Roles and Responsibilities:

The Red Door School, Class Teacher and SNA: The child's educational progress is the sole responsibility of the child's class teacher in The Red Door School. He/she is responsible for the student's IEP and for continuously monitoring the academic and social progress of the student. The class teacher, along with the Principal and Behaviour Analyst should set up and attend regular review meetings to ensure that the mainstream school are assisted in dealing with any problems which may arise and to facilitate any necessary supports going forward. The class teacher is responsible for communicating any progress/problems with the child's parents. In the mainstream classroom the child will be expected to follow the mainstream teacher's daily routines and lessons. If any task is too difficult it is the responsibility of The Red Door SNA to attend to the child so that he/she does not disturb the classroom. The SNA, working under the direction of the class teachers, must ensure that, when appropriate, the child has sufficient help in solving any problems encountered during the course of the mainstream visit. The SNA will not in anyway interfere, comment or disturb any of the lessons provided by the classroom teacher. If the child displays any behavioural difficulties the SNA is responsible for removing the child from the classroom with minimal disruption and arranging for the child to be returned safely to The Red Door School.

The Clinical Director/Behaviour Analyst: The Behaviour Analyst is responsible for designing all behaviour plans for the child and for supporting The Red Door class teacher, the mainstream class teacher and the SNA in implementing goals and targets in relation to the child's behaviour. She is therefore an integral part of the visitation placement programme and will work very closely with the teachers in facilitating the programme.

The Principal: The Principal of The Red Door School has ultimate responsibility for facilitating all visitation placements. All problems in relation to placement arrangements are ultimately her responsibility.

The Parents: It is the duty of the parent to inform both schools and the accompanying SNA (if travelling to school) if the child is unwell or will not be attending school for whatever reason on a particular day. It is for the parents to arrange with the staff member to compensate for any reasonable expenses which may arise from placement (eg parking fees/travel expenses) The parents are required to respect at all times the good will of the mainstream school. If at any stage they experience any problem or become aware of any potential problem in relation to the placement they must contact the Principal of The Red Door School immediately and not the staff of the mainstream school who are facilitating us. Parents whose children are offered a visitation placement must be aware that there are many more children in the mainstream setting and that the possibility of getting a knock or a tumble particularly on the mainstream yard setting is far greater than it would be in the special school setting.

This policy document was ratified by the Board of Management of The Red Door Special School on 30th November 2017

And agreed with in principal by the Principal of _____ on _____
Mainstream School Date

Signed Principal The Red Door School: _____

Signed Principal Mainstream School: _____

Signed Parent/Guardian: _____

Date: _____

Signed SNA from The Red Door School: _____

Date: _____