

Observation Guidelines

When observing a student in the classroom I will adhere to the following:

- Obtain parent consent and submit to the school prior to observation. Available on website
https://www.ballaratss.vic.edu.au/images/docs/2024/policies/PART_B_Observation_Request_and_parent_consent.pdf
- Working with children's card will be presented upon entry to the school or prior
- I have read and understood the school's Privacy Policy on the school website
https://www.ballaratss.vic.edu.au/images/docs/2024/policies/2023_03_Privacy_Collection_Notice.pdf
- I have read and understood the Child Safety – Code of Conduct on the school website
https://www.ballaratss.vic.edu.au/images/docs/2024/policies/BSS_Child_Safety_and_Wellbeing_Policy_2023_10.pdf
- I have read and understood the schools OH&S policy which forms part of the OHS Handbook
- I have read and understood the schools Visitor Policy on the school website
https://www.ballaratss.vic.edu.au/images/docs/2024/policies/BSS_Visitors_Policy_11_2023.pdf
- No engaging with the teacher or students during the lesson. You are there to observe only
- Avoid moving around the classroom and locate yourself in a position of least disruption
- Discussing a student with any staff member is prohibited unless an information sharing deed or consent to share information form has been completed and signed by all parties.

I _____ agree to the above guidelines and understand I will be denied the ability to provide future NDIS funded therapy to students at Ballarat Specialist School if found in breach.

Date: / /

Signature: _____