



Effective From	14 June 2022
Compliance From	AY 2025/26 (Fall term)

SCHOOL POLICY

on

IN-SCHOOL SPECIALIST SERVICES



Introduction

Schools shall commit to enabling the delivery of in-school specialist services to every student that may require it. This policy sets out every educational institution's obligation to develop a referral process from the identification of students in need of specialist services to the start of services in school, including the expected contractual arrangements between the school, centers, and parents.

Purpose

- Define the obligations of schools in delivering 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 school premises for students.
- Outline the monitoring and reporting requirements to support student progress.

Definitions

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Annual Reviews	A meeting that comprises of a range of relevant stakeholders (including external specialists) to discuss progress and provision for any students with additional learning needs who require a highly personalized approach to learning.
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) and Ministry of Community Development (MoCD) as rehabilitation centers and clinics.
Documented Learning Plan (DLP)	A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.
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.
Specialist Services	Services that require specialist knowledge and expertise delivered by a specialist.
Specialist	The professional, holding a DoH Allied Health Professional license or MoCD license, delivering the specialist service.

Policy

1. Scope

- 1.1 Schools: This policy is applicable to all private and charter schools in Abu Dhabi, who shall provide in-school specialist services on their premises.
- 1.2 Centers and Center Specialists: This policy is applicable to all MoCD and 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 MoCD or DoH license are not permitted to offer in-school specialist services.
 - 2. Schools that have a MoCD or DoH Rehabilitation Center license fall outside the scope of this policy as they are permitted to hire specialists directly through their center.
- 1.3 Students: This policy is applicable to any student who may require in-school specialist services.

2. School-Based In-School Specialist Services Policy

- 2.1 Policy Requirements: Schools shall develop and implement a 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 Identification and Documentation: 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 the level of functioning of a student with additional learning needs) 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 plan (DLP).
4. All progress reports.
5. Specific advice for the student's teachers, where applicable.

4. Registration Requirements

- 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.
- 4.2 Selecting Centers: Centers shall refer to the *ADEK School In-School Services Policy Guide* to access the link for registered centers and their specialists.
 1. Schools are given the option to select multiple centers and are required to carry out further due diligence such as meeting directly with the specialists and reviewing reports.
- 4.3 Selecting a Center not on the School's List: 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, 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.
 3. If a specialist is not included in the In-School Specialist system and parents wish to select services from such therapists, the school is required to apply for an ADEK external visitor's pass via the Private Schools Staff Information System (PASS).

5. School-Center Contractual Agreements

- 5.1 Stipulations: Schools and centers are mutually accountable for the quality of service provided and shall draft a contractual agreement, which at a minimum shall cover the following elements:
 1. Identify the expectations, roles, and responsibilities of each party (school, parents, and the center) in detail.
 2. Indicate how confidential information is managed, documented, and stored in line with the [ADEK School Records Policy](#).
 3. Outline and document the entire referral process from when the teacher/parent raises a concern to the start of service delivery.

4. Describe the services students will receive, including how student baselines will be established.
5. Define the duration of the agreement, payment, grievance procedures, and terms for the termination of the contractual agreement.
6. Explain how the quality and progress of the service will be monitored and communicated between the parties.
7. Stipulate how disputes and damages will be covered and dealt with as per applicable regulations and laws.

6. Management of Payments

- 6.1 **Payment for Services:** 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 **Management Fee:** Schools are permitted to charge parents optional management fees of up to 10% of the center's service fees (per session or package), in line with the [ADEK School Fees Policy](#).

7. Student Progress

- 7.1 **Ensuring Student Progress:** The Head of Inclusion in each school shall be responsible for monitoring and evaluating student progress in regular consultation with the specialists and parents.
- 7.2 **Sharing Reports with Students and Parents:** Schools shall share evidence of student progress along with student performance reports, 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 **Parents Sharing Reports with Schools:** Any report issued by the In-School Specialist that concerns or has a direct impact on a student's learning shall be shared with the school. The school has the right to request any other reports from parents and inform them that any report withheld may impact the quality of the support that the school can provide to their child.
- 7.4 **Annual Reviews:** 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 dedicated space, and, where applicable, adhere to the requirements of the 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 Agreement to School's Student Protection Policy: The specialist shall agree and sign each school's Student Protection Policy.
- 9.2 Adherence to ADEK Policies: The specialist shall be subject to any further student protection and safeguarding requirements as announced by ADEK.

10. Information Security

- 10.1 Security and Integrity of Assessment Resources and Data: Schools shall ensure the integrity and security of assessment resources (instruments, confidential assessment materials) and data (student and school-level data and records) provided to them, in line with Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data.

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 Monitoring and Evaluation: 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 Quality of Service Provision: The Head of Inclusion in each school shall facilitate, monitor, and coordinate with the centers for the overall quality of service provision at their school, in regular communication with the school leadership and parents.
- 12.3 Schools shall complete the In-School Specialist Service log monthly that is held in the In-School Specialist system.

13. Compliance

- 13.1 This policy shall be effective as of 14 June 2022. Schools are expected to be fully compliant with this policy by AY 2025/26 (Fall term).
- 13.2 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 Decree Law No. (31) of 2021 Concerning Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.



References

- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data

Publication

2024 (September) ADEK_School_In-School Specialist Policy_v.1.2

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Private and Charter Schools in Abu Dhabi. However, any circular issued prior to this policy or issued specifically for Charter Schools thereafter supersedes the requirements of this policy.

Past versions:

2024 (January) ADEK_School_In-School Specialist Policy_v.1.1

2022 (June) ADEK_School_In-School Specialist Policy_v.1.0

