



INTRODUCTION

EFIA is committed to ensuring that every student requiring specialized support has access to high-quality in-school specialist services. EFIA has established clear procedures for identifying students in need, referring them to approved specialists, and monitoring service delivery. This policy outlines the school's obligations, referral process, and accountability measures, as well as the roles of parents and service providers.

PURPOSE

EFIA aims to:

- Ensure effective delivery, monitoring, and evaluation of in-school specialist services.
- Regulate and facilitate access for approved centers and specialists licensed by the Ministry of Community Development (MoCD) or the Department of Health (DoH).
- Establish transparent systems for referral, documentation, reporting, and student progress tracking.

SCHOOL-BASED SPECIALIST SERVICES

Identification and Documentation

Students may be referred by teachers or parents when specialist support is deemed necessary.

All referrals are documented and include:

- Type, frequency, and duration of service.
- Student's current level of functioning and SMART intervention goals.
- Inclusion of goals within the Documented Learning Plan (DLP) where applicable.
- Progress reports and relevant teacher recommendations.

Registration and Selection of Centers

- All centers must be registered with ADEK before delivering services at EFIA.
- EFIA selects centers from the ADEK-approved list and conducts due diligence through meetings and report reviews.
- Parents may request an alternate ADEK-registered center, subject to school approval and completion of required registration procedures.
- Specialists not registered in the ADEK In-School Specialist System require an external visitor's pass issued by ADEK.

School - Center Contractual Agreement

Formal agreements between EFIA and centers include:

- Defined expectations and responsibilities of all parties.
- Data confidentiality and secure documentation procedures.
- Description of services, timelines, and evaluation criteria.
- Terms for payment, grievance resolution, and service termination.
- Procedures for quality monitoring and progress reporting.

Payment and Management Fees

Parents are responsible for payment directly to the center or through the school, as mutually agreed. EFIA may charge an optional management fee of up to 10% of the center's service fees, in line with ADEK School Fees Policy.





Student Progress and Review

- The Head of Inclusion oversees monitoring and evaluation of student progress in collaboration with specialists and parents.
- Reports are shared during parent conferences, ensuring transparency and goal alignment.
- Parents are required to share all specialist reports impacting learning; withholding reports may limit support.
- Annual multidisciplinary review meetings are conducted with all stakeholders.

Dedicated Therapy Spaces

EFIA maintains safe, private, and well-equipped spaces for therapy sessions that meet all DoH and ADEK requirements, ensuring confidentiality and comfort for students.

Student Protection and Data Security

- All specialists must sign EFIA's Student Protection Policy and comply with ADEK's safeguarding requirements.
- Student data and assessment materials are protected under Federal Decree Law No. (45) of 2021 on Personal Data Protection.
- Specialists must be covered by valid professional indemnity insurance before service delivery.

Monitoring, Evaluation, and Compliance

- EFIA monitors and evaluates service quality through internal indicators, monthly ADEK service logs, and regular communication with centers and parents.
- The Head of Inclusion leads the evaluation and ensures compliance with ADEK guidelines.

EFIA is fully committed to providing structured, transparent, and student-centered in-school specialist services that uphold the highest standards of care, accountability, and inclusion ensuring every learner receives the support they need to thrive.

POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process

	Name	Signature	Date
Policy Reviewed by:	Ms. Raufia Salam (Vice Principal)		04/04/2025
Policy Approved by:	Mr. Saji Oommen (Principal)		05/04/2025

Date of Next Review: 10/03/2026

