GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Policy: External Agency Partnerships (Non-Mandated)

Reference No: P-AD-35

The Greater Essex County District School Board recognizes the importance of partnerships with external agencies, in the creation and implementation of programs or services, which are mutually beneficial and supportive in the enhancement or the expansion of opportunities for student success.

The Board supports partnerships that address needs identified in the Board's strategic and operational plans, school improvement plans, and provide expanded programs or services that assist students to be more successful at school and in society. The expectation of all partnerships shall be to enhance the quality and effectiveness of education for all students. Partnerships must enhance but not duplicate the delivery of services currently provided by Board staff.

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Regulation: External Agency Partnerships (Non-Mandated)

Reference No: R-AD-35

The Greater Essex County District School Board promotes that community partnerships with external agencies be encouraged in all schools, providing the following conditions are met:

1. The activities must be consistent with the Mission Statement, beliefs, policies and procedures of the Greater Essex County District School Board.

2. All activities related to the partnership will be commercially or otherwise non-exploitive of the students, staff, or the school.

3. The primary objectives of partnerships are designed to support curriculum and school-to work opportunities, and enhance the quality and relevance of learning.

4. Recognition of partners must be circumscribed by community standards of propriety and good taste.

5. Applications from the external agencies must be submitted to the Superintendent of Education responsible for External Agency Partnerships. The submission must include **"Application for Consideration for an External Partnership" (Appendix 1), "Partnership with External Agencies: Description of Program or Service Form" (Appendix 2)** and **"Partnership with External Agencies: Conditions of Access" (Appendix 3).**

6. Applications will be reviewed by the External Agency Partnership committee and input is provided to the Superintendent responsible for External Agency Partnership after which a final decision will be made.

7. The External Agency partnership committee must evaluate its partnerships on a yearly basis to ensure ongoing benefit and value to students and the GECDSB.

8. The policy for external agency partnerships does not apply to mandated agreements between the GECDSB and Local Health Integration Network, Windsor-Essex Health Unit, Police Services or Windsor-Essex Children's Aid Society, which are covered by other Policy/Program Memorandum, Acts or Regulations.

Appendix 1

Application for Consideration of a Partnership Agreement for External Agencies

Potential external agency will complete this form to provide information to the *Partnership Committee* of the Greater Essex County District School Board. Please check each section as an indication of agreement with the terms and conditions outlined. Additional documents may be attached, as needed.

☐ Description of program or service to be offered (to be documented in the *Description of Program or Service* form (Appendix 2) and appended to this application):

- *With sufficient detail to address issues such as the history and ownership funding base of the external agency, professional or paraprofessional (external provider), the nature of the service to be provided and the anticipated outcomes of involvement.*
- *Evidence of congruence with the GECDSB's mission, vision and values (please visit www.publicboard.ca for more information).*

☐ Names of representatives of the external provider:

☐ Qualifications/supervisory relationships for external staff providing service (Appendix 3):

- *For external staff who belong to a regulated professional college, evidence of current qualification appropriate to the services to be provided (e.g. current membership in the relevant regulated College of Ontario and a declaration that services will be delivered in accordance with professional standards of practice) is required.*
- *For external staff who are unregulated (paraprofessionals), evidence that they are working under the supervision of a relevant regulated member of a College in Ontario. Details of their roles, responsibilities, the name of their immediate supervisor, the supervision plan (including time) and the supervisor's qualification is required.*

☐ Proof of insurance (Appendix 3):

- *External providers must carry their own insurance which includes professional malpractice coverage (minimum $2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional colleges or parents/legal guardian.*
- *The external provider must provide assurance that their staff is covered by Workplace Safety & Insurance Board while working on GECDSB property.*

☐ Informed consent will be obtained:

- *Copy of the proposed informed consent process for the parent/legal guardian(s) and/or student who is of age (sample form to be appended by External Provider) for services to be provided.*
- *The External Agency agrees to submit GECDSB's Consent to Obtain/Release Information forms prior to any involvement with students. This release will stipulate two-way communication between the School Principal or designate and the external agency in the area of service provision as it relates to student's academic needs/success. As well, it will allow the External Agency to advise when the service is completed or terminated.*

☐ Police Record Check – Vulnerable Sector Check:

- *External providers must obtain and maintain a valid police record check.*

☐ Agreement upon supervision arrangements within the school:

- *The principal will be responsible for the operational activities of the external provider within the school (as per the Education Act).*
- *Clinical supervision of the external provider's staff who are not registered with a College will be provided by the external agency's College registered supervisor under whom the external staff member works.*
- *Supervisors of Psychological Services, Speech-Language Services and Social Work and Attendance Counselling Services are available to consult with the principal regarding issues of professional conduct, service delivery and quality assurance.*

☐ Respect for GECDSB collective agreements with unionized staff:

- *External Agency agrees that the services they are proposing to provide are not in conflict with provisions of collective agreements with GECDSB staff (PSSP, ESS)*
- *External providers must demonstrate how services to be provided enhance (do not duplicate) current service delivery by GECDSB staff.*

☐ Needs for space and material resources:

- *Needs for space and material resources by the external provider must be clearly articulated and approved.*
- *Note: space for GECDSB staff to conduct their duties will be ensured prior to offering space to external providers.*

☐ Willingness to participate in a conflict resolution process:

- *A joint advisory committee, composed of GECDSB and External Provider representatives, will be convened in the event that a disagreement or dispute must be resolved.*

☐ Adherence to GECDSB standards of confidentiality, equity and human rights.

☐ Statement of any fees or payment required.

☐ Proposed method of evaluation along with proposed tools.

Application submitted by:

_____

Agency name and name of Professional or Paraprofessional

I certify that the information provided above is accurate and true to the best of my knowledge. I agree to abide by the terms and conditions outlined above, if the External Partnership Agreement is approved for implementation.

Representative of External Agency:

_____ _____

Signature *Position*

_____

Date

_____ _____

Witness *Date*

Appendix 2

Partnership with External Agencies

Description of Program or Service Form

Name of Organization:

Address:

Phone Number:

Executive Director:

Overview of Organization:

History:

Funding:

Proposed Service/Program:

Title:

Goals of Service/Program:

Service/Program Description: which include proposed location of service/program and information regarding evaluation of the service/program.

Service/Program Timelines: which include proposed hours, days of the week and month(s) during the school year.

Resources: provide details regarding the need for space and material resources of the Greater Essex County District School Board.

Application submitted by: _____

Agency name and name of Professional or Paraprofessional

I certify that the information provided above is accurate and true to the best of my knowledge. I agree to abide by the terms and conditions outlined above, if the External Partnership Agreement is approved for implementation.

Representative of External Agency:

_____ _____

Signature *Position*

_____

Date

_____ _____

Witness *Date*

Appendix 3

Partnerships with External Agencies

Conditions of Access Agreement

Between:
Greater Essex County District School Board
(The "Board")

- and -

_____
(External Agency)

Re: Program/ Agency

School(s)

Date

AND WHEREAS the GECDSBstipulates certain conditions and guidelines in respect to the role of the External Agency Personnel within its premises and when interacting with Board personnel and students;

The External Agency's Personnel agrees and undertakes as follows:

1. Operational Procedure and Description of Program or Service

The External Agency Personnel will abide by the attached Operational Procedure and Description of Program or Service.

2. Confidentiality

The External Agency Personnel guarantees that confidentiality will be maintained in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act and the Child, Youth and Family Services Act. Any student information will be held in the strictest confidence and pupil records as defined by section 266 of the Education Act remain privileged for use by teaching staff only.

3. Registration

The External Agency Personnel guarantees **either** that they are currently registeredon to practice in his/her discipline as directed by the appropriate professional College **or** is supervised by a member of a regulated professional College in Ontario, relevant to the services being provided:Name of College

Name of College

Name of Member of College

(service provider or, if applicable, supervisor)

Registration Number

4. Liability

The External Agency Personnel guarantees that he/she is covered by liability insurance and names the GECDSB as an additional insured under the policy.

Name of Insurance Carrier

Amount of Coverage

Expiration

5. Police Record Check – Vulnerable Sector Check

The External Agency Personnel guarantees that they have a valid police record check that meets GECDSB criteria for direct contact with students, and dated within the past 12 months (with annual review). Please attach a copy of original report, with a copy of the annual renewal (if within the last 12 months) to this form.

6. On-Site Supervision

On-site External Agency Personnel must be conducted by the supervising external professional in accordance with the guidelines and expectations identified by the appropriate college to which the professional is a member, subject to the administrative authority of the school principal.

7. Termination of Privileges

The External Agency Personnel acknowledges that their access to the school premises may be terminated at any time by the Principal or the GECDSB.

Accepted

Professional/Paraprofessional/Supervisor signature Date

Witness Date

cc: Superintendent responsible for External Agency Partnerships
Professional/Paraprofessional/Supervisor