



**PROTOCOL FOR PARTNERSHIPS WITH EXTERNAL AGENCIES AND PRIVATE PROVIDERS
FOR PROVISION OF SERVICES BY REGULATED HEALTH PROFESSIONALS, REGULATED
SOCIAL SERVICE PROFESSIONALS AND PARAPROFESSIONALS**

AGREEMENT BETWEEN NEAR NORTH DISTRICT SCHOOL BOARD AND

PROGRAMS AND SERVICES DELIVERED BY EXTERNAL AGENCIES

- occupational therapy (One Kids Place Childrens' Treatment Centre)
- physical therapy (One Kids Place Childrens' Treatment Centre)
- augmentative communication (One Kids Place Childrens' Treatment Centre)
- speech/language pathology (One Kids Place Childrens' Treatment Centre)
- mental health treatment (HANDS the Family Help Network.ca)
- autism services (One Kids Place Childrens' Treatment Centre and/or HANDS and/or private providers)
- developmental support services (HANDS the Family Help Network.ca, Community Living)
- other services: _____

(check all that apply)

PROGRAMS AND SERVICES DELIVERED BY NEAR NORTH DSB, PROFESSIONAL SUPPORT SERVICE

PERSONNEL

- speech/language services
- psychological/psycho-educational services
- behaviour services
- attendance services
- specialist teacher services for blind, low vision, deaf and hearing-impaired students
- child development counselling
- social work

STANDARDS

ALL PROVIDERS MUST PROVIDE SERVICES CONSISTENT WITH NEAR NORTH DISTRICT SCHOOL BOARD STANDARDS/ POLICIES RELATED TO:

- Informed Consent
- Criminal Reference Checks
- Proof of Insurance Coverage
- Compliance with the Safe Schools Act
- Policies regarding Conflict of Interest, Confidentiality, Equity and Human Rights, and other relevant policies

SCOPE

This partnership is to be a mutually beneficial, respectful and supportive arrangement between the parties, to provide expanded opportunities to enhance success for students attending Near North District School Board schools.

The agency/provider shall only provide services in the school as outlined in this agreement and only for the specific students covered by this agreement and consents obtained.

The external agency will share their time, resources and expertise, and energy to provide students with success-enhancing experiences. Any fees or payments will need to be discussed and clearly outlined in a separate agreement.

TERMS

The parties agree to collaborate on the specific services outlined above for the school year commencing: September _____.

All services are subject to annual review. Either party has the right to withdraw upon mutual consent or upon thirty days written notification.

NEAR NORTH DISTRICT SCHOOL BOARD OBLIGATIONS

- participate in the collaborative development of programs and review program goals, outcomes and methods to be consistent with any applicable goals within School Improvement Plans and/or Board Improvement Plans
- include the Special Education Coordinator in the setting of parameters for any service delivery before the onset of any service
- monitor the progress of the program and set priorities based on identified needs
- review program outcomes, recommend revisions and provide feedback to the Special Education Coordinator
- engage in consultation prior to the onset of any additional services provided by the agency/organization/provider
- ensure school principals have copies and an understanding of the scope of the agreement

AGENCY/PROVIDER: _____ OBLIGATIONS

- engage in a consultation process prior to the onset of any services provided by the agency/provider to ensure confidentiality and verify parameters with the school team, including the Special Education Coordinator
- ensure staff have met the requirements of Vulnerable Sector Screening before entry into any schools of the Near North District
- ensure a copy of the program description and consent for participation is provided to the school and for distribution to parents of participating students
- it is the responsibility of the agency/provider staff to check in to the main office upon arrival and prior to departure of each school visit and comply with protocol for visitors, including wearing agency identification when in the school
- share information with the school principal (or designated staff), regarding student progress
- operate within the context of Near North District School Board's vision, policies and procedures as noted above
- provide evidence of current staff qualifications including regulated professional college membership for the staff providing the service or his/her supervisor

- provide proof of insurance including professional malpractice coverage (minimum of \$2,000,000)
- indemnify and hold harmless NNDSB (director, officers, employees, agents and volunteers) from all costs, losses, damages, judgements, suits, demands, actions, complaints or other claims or proceedings in any manner based on actions, omissions or negligence of the agency staff

BOARD AND AGENCY/PROVIDER SHARED OBLIGATIONS

- CONFIDENTIALITY – it is agreed 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, the Education Act, and the Child and Family Services Act
 - ACCESS – consents must be obtained for the participation in programs/services, as well as the release and sharing of information between the NNDSB and the agency/provider and a copy of appropriate consents kept in the students’ OSR as per Ministry of Education guidelines
 - COMMUNICATION – the terms of this agreement shall be discussed directly with the principal of the school and the agency/provider as agreed to in the initial team meeting with the school team and the Special Education Coordinator
 - DISPUTE RESOLUTION – a joint committee which shall consist of representatives of the board and representatives of they committee (recommend 2 from each) will be convened in the event that a dispute between parties must be resolved.
 - PROGRAM REVIEW – program reviews will be conducted as agreed by both parties, and if warranted, revised from time to time
- any research conducted as part of the program review will require a separate research application

TIMELINES

- SIGNATURES – annual signing of this agreement is required by both parties for each school year
- PROGRAM REVIEW – as necessary at the request of either party
- TERMINATION – this agreement may be terminated by either party on the giving of 30 days written notice

SIGNATURES

AGENCY

– Signing Authority - Name and Title (Printed): _____

Signature

Date

NEAR NORTH DISTRICT SCHOOL BOARD

– Signing Authority - Name and Title. (Printed): _____

Signature

Date