



**PROTOCOL FOR AGREEMENT
WITH EXTERNAL AGENCIES FOR THE PROVISION OF SERVICES
BY REGULATED HEALTH PROFESSIONALS,
REGULATED SOCIAL SERVICES PROFESSIONALS AND PARAPROFESSIONALS**

OBJECTIVE

The following protocol was developed to provide schools with a framework for implementing agreements with external agencies, professionals or paraprofessionals who provide mental health, physical health or social services, which involve assessment, counselling, therapy or treatment.

DEFINITIONS

Description of Program or Service

A written record of the school's and external mental, physical health or social services agency's professionals or paraprofessionals goals, objectives, roles and responsibilities for carrying out collaborative activities that occur on a continuous basis.

External Protocol

An ongoing, mutually beneficial and supportive arrangement between a school and an external mental health, physical health or social services agency, professional or paraprofessional, to enhance or expand opportunities for student success.

Paraprofessional

Individuals with relevant post secondary or on-the-job training who work under the supervision of a member of a relevant, regulated professional College in Ontario.

External Providers

The external mental health, physical health or social service agency (including its staff), professionals or paraprofessionals providing service within the external protocol.

Protocol

A formal written document which outlines the terms and conditions of an external agreement that is signed prior to the implementation of the protocol activities.

Professionals

Individuals who are members of a regulated professional College in Ontario.

Support Services Professional Staff

Members of the Multi-disciplinary teams of Schools Support Services at the District School Board of Niagara.



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PROTOCOL FOR EXTERNAL AGENCIES

RESPONSIBILITY

The Board will assign a Superintendent/Administrator to manage the protocol review and process. The validating of the protocol and the documentation involved will be done centrally by the Superintendent of Human Resources, Superintendent of School Support Services, Board Lawyer and the Superintendent in charge of Policies and Procedures.

PROCEDURES

Screening of Potential External Providers

Prior to entering into an agreement, the principal or his/her designate, in consultation with the Area Superintendent will collect and review the following information to determine the eligibility of the external provider. As part of the screening process, in order to determine the need and appropriateness of the services, the external provider will complete an application for consideration (Appendix A) and submit it to the Superintendent in charge of external agreement, with a copy to the principal.

The following information will be required for the application:

- a) A description of the program or service to be offered with sufficient detail to address the following:
 - history and ownership/funding based of the external provider;
 - the nature of the service provided;
 - anticipated outcomes of the involvement.
- b) Names of representatives or contacts of the external provider.
- c) A statement of any payment or fees required.
- d) Qualifications/Supervisory Relationships for External Staff Providing the Service
 - For external staff that belong to a regulated professional College, evidence of current qualifications appropriate to the services to be provided as required.
 - For external staff who are unregulated (paraprofessionals), evidence that they are working under the supervision of a staff member from the external provider who is a regulated member of the relevant College in Ontario.



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- e) Informed Consent Procedures
 - Documentation of the informed consent process for the parents/legal guardian(s) or student who is of age, for the services to be provided is required.
 - The external provider agrees to complete a District School Board of Niagara Consent to Release of Confidential Information Form to permit the two way exchange of information between the Board and the external provider which will be submitted prior to any involvement with a student.
 - For students under the age of 18, written consent may also be obtained from the parent to release information from the OSR.
 - For students over the age of 18, written consent may be obtained directly from the student to release information from the OSR.

- f) Police Reference Check
 - The Board has responsibility under the law to provide a safe, secure learning environment therefore, external agencies who have employees working with children in our schools are responsible to ensure that their personnel have appropriate police checks. The external agency will provide appropriate documentation or a letter to the Board.

- g) Liability Insurance
 - External providers must carry their own insurance which includes professional malpractice coverage (minimum of \$2,000,000) to insure against civil litigation alleging incompetence, professional errors, omissions or charges laid by professional Colleges or parent/legal guardian(s).
 - External providers are required to provide written assurances that their staffs are covered while working on Board property by producing a certificate of insurance naming the Board as an additional name insured, if requested.

- h) Supervision while in the School
 - The principal will be responsible for the operational activities of the external providers within the school (as per the Education Act).
 - Clinical supervision of the external provider's staff that are not registered with a College will be provided by the external provider's College registered supervisor under whom the external staff members work.

- i) Respect for the Board's Collective Agreement with Unionized Staff
 - Services provided by external providers must not be in conflict with provisions of collective agreements with Board staff.



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CONFIDENTIALITY AND POLICIES

- a) External agencies agree to adhere to the Board's standards of confidentiality policies related to equity and human rights.
- b) Expectations for space and material resources.
 - Any need for space and material resources by the external provider must be clearly articulated and pre-approved by the Area Superintendent in charge of External Agency Agreements in consultation with the Principal, which may necessitate the creation of a separate lease/license user agreement.
 - Space for Board staff to execute their duties will be ensured prior to offering space to external providers.
- c) Willingness to participate in a conflict resolution process.
 - An Ad Hoc committee of Board staff and the external agency will be convened in the event that a disagreement or dispute between the parties must be resolved.
- d) Statement of any fees or payment required.

PROCESS FOR ESTABLISHING AND MAINTAINING THE AGREEMENT

- a) The principal in consultation with the Area Superintendent will:
 - assess the need for an external provider;
 - identify the potential external provider;
 - consult with the school based support services professional team in the school(s) impacted by the proposed collaboration/partnership;
 - bring the proposal to the Superintendent in charge of external agencies for review.
- b) The principal and the Superintendent in charge of External Agencies Agreements will:
 - review the application for Consideration for External Provider to ensure that the agreement is consistent with the Board's policies, procedures and standards and to be of value to the school based on the Principal and Area Superintendent input;
 - ensure that the counselling, therapy or treatment to be provided enhance the current services delivery by Board staff;
 - create and approve the agreement with the external provider which clarifies roles and responsibilities in collaboration with the external provider;
 - the principal will ensure that all of the necessary forms are completed and signed.



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- c) The protocol agreement is forwarded to the Superintendent in charge of Policies and Procedures with a copy to the external agency and the host school.
- d) The external provider with the approval of the principal, the Area Superintendent and the Superintendent in charge of the External Agency Protocol:
 - implement the agreed upon activities/programs;
 - submit a report of the activities and programs to be reviewed by the Superintendent in charge of External Agency Agreements.

TERMINATING AN EXTERNAL PROVIDER AGREEMENT

The Board or the external provider has the right to terminate an existing external provider agreement after appropriate notice has been given. The terms of the termination will be stated in the agreement.

EVALUATING EXTERNAL PROVIDER AGREEMENTS

Every External Provider Agreement will be reviewed annually by the Superintendent of External Agency Protocol to determine if the provider is meeting its obligation and to determine the need for renewal of the agreement. An appropriate evaluative or assessment tool will be used to ensure that the agreement is meeting the required goals.

**APPLICATION FOR CONSIDERATION OF AN
EXTERNAL AGENCY TO PROVIDE SERVICES TO STUDENTS OF THE DSBN**

Name of Agency: _____

Date of Submission: _____

Name(s) of representatives or contacts of the external providers: _____

Description of the program or service to be offered including: history and ownership/funding base, nature of the service, anticipated outcomes, targeted clientele.

School(s) in which the services will be provided:

**QUALIFICATIONS/SUPERVISORY RELATIONSHIPS
FOR EXTERNAL STAFF PROVIDING THE SERVICE**

External Staff belonging to a regulated professional College: _____

(include evidence of current qualifications appropriate to the services to be provided)

If external staff is unregulated, name the staff member who is regulated that will be supervising the paraprofessional.

INFORMED CONSENT (included documentation)

Informed consent for service: _____
(date received)

DSBN Consent to Release Confidential Information Form: _____
(date received)

POLICE REFERENCE CHECKS Date received: _____

LIABILITY INSURANCE (include documentation)

Insurance Company: _____

Board as additional named insured, check (✓): Yes No

EXPECTATIONS FOR SPACE AND/OR MATERIAL RESOURCES

ADMINISTRATIVE USE ONLY

Principal Signature

School(s)

Principal Name (please print)

School(s)

External Agency Signature

External Agency

Name of External Agency Representative
(please print)