

Partnership Agreement: Required Documentation Checklist

- ☐ Description of External Agency Provide the following information: The name, address, and a brief description of the agency's mandate.
- ☐ Description of Program: The following information must be included: A description of the program, program goals and expected outcomes, format of the intervention (i.e., group, classroom, or school wide), specific grades, resources required (space, materials, etc.), program timelines, and contact person. Evidence of congruence with the Board's mission statement, vision statement and guiding principles as set out at Given the limitations of space and resources, any such needs by the external provider must be clearly articulated and approved. Space for Board staff to execute their duties will be ensured prior to offering space to external providers.
- ☐ Confidentiality and Informed Consent Procedures for obtaining informed consent and a copy of a letter informing the parent/legal guardian(s) or student who is of age of the services to be provided is required.
- ☐ Police Reference Check - Vulnerable Sector Screening in accordance with the Education Act. This is required each year in which the individual is a service provider at a school site of the board.
- ☐ Proof of Insurance External providers must carry general liability 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 guardians. The external provider is required to provide evidence of insurance to the CDSBEO. The external provider will confirm Workers' Compensation insurance that complies with statutory requirements and limits in the Province of Ontario.
- ☐ Qualifications/ Supervisory: External agency staff who are members of a regulated professional college must include current qualifications as relevant to the services to be provided, current membership in the relevant regulated college, declaration of delivery of services in accordance with professional standards of practice and the name of the immediate supervisor. External agency staff who are paraprofessionals must include evidence of work under the clinical supervision of staff from the agency holding current membership in a relevant regulated college, details of the paraprofessional's role and responsibilities as well as the name of the immediate supervisor, supervision plan with time and qualifications of the supervisor.
- ☐ Evaluation: School boards and external agencies shall collaborate on the annual review and evaluation of programs and services provided.
- ☐ Finances and Resources: Statement of any fees, resources or payments is required prior to the approval of the Partnership Agreement.
- ☐ Termination of Agreement: The terms of termination should be specified in each Partnership Agreement. It will be understood that the Principal or Board may at any time terminate access to the school premises of any individual as per the Education Act. It will also be agreed that the external agency, the school, or the Board may terminate the Partnership Agreement on thirty days' written notice.
- ☐ It is understood that no video or audio recording shall take place during a school visit. No research is to be conducted as part of any partnership.