



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

1202 – Protocol for Partnerships with External Agencies

DIRECTIONAL POLICY

1200 – Nurturing Community Partnerships

Title of Administrative Procedure:

Protocol for Partnerships with External Agencies

Date Approved:

October 2023

Projected Review Date:

October 2028

Directional Policy Alignment:

This Administrative Procedure aligns with the Nurturing Community Partnerships Directional Policy by guiding the creation and implementation of partnerships with external agencies, professionals, or paraprofessionals, who provide mental health, physical health, or social services, and will enhance the delivery of services and/or programs for students. By having a shared understanding, it will ensure that all school board personnel and all external agencies are aware of the guidelines and requirements to support this work.

Alignment with Multi-Year Strategic Plan:

The Protocol for Partnerships with External Agencies Administrative Procedure supports our mission to ensure that our students receive the community supports they require to meet their intellectual and social/emotional needs in order to meet with success at school and in life. This Administrative Procedure supports the four tenets of believing, protecting, learning, and nurturing. The Board is committed to the safety and well-being of all their students and will ensure that schools and community agencies are aware of their professional obligation to maintain confidentiality and support students. This vision calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

In accordance with Ministry of Education Policy/Program Memorandum No. 149 it is the policy of the Catholic District School Board of Eastern Ontario to establish and maintain a policy for partnerships with external agencies for the provision of services in CDSBEO schools by regulated health professionals, regulated social service professionals, and paraprofessionals. The support of all learners is a shared responsibility of the Board, school, family, and external agencies.

Action Required

This Administrative Procedure is developed under the authority of the Ministry of Education Policy/Program Memorandum No. 149. This Administrative Procedure provides a framework to form partnerships with external agencies for the provision of services in CDSBEO schools by regulated health professionals, regulated social service professionals, and paraprofessionals. The Catholic District School Board of Eastern Ontario recognizes that partnerships are integral to the education of its students.

Third party health and social services supports, regardless of type, do not duplicate the services of Board professionals (PPM 149), but rather, provide expanded or enhanced opportunities to promote student well-being and achievement. As such, the goal of any educational partnership must be to positively impact student learning and wellbeing. This protocol will guide the creation and implementation of partnerships with external agencies, professionals, or paraprofessionals, who provide mental health, physical health, or social services, and will enhance the delivery of services and/or programs for students as required.

There are three types of third-party health and social service supports:

- Services/supports that are mandated by law or governed by inter-ministerial agreements.
- Services/supports/programs from publicly funded agencies that are operationalized in a Collaborative Relationship memorandum of understanding between the Board and the agency, under the guidelines of PPM 149 (Ministry of Education, Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Services Professionals and Paraprofessionals).
- Parent-Initiated Requests for Other Services/Supports that are retained and/or paid for by legal guardians and are not operationalized within collaborative relationships or inter-ministerial agreements.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment of this Administrative Procedure with the Nurturing Community Partnerships Directional Policy.
- Reviewing the “Protocol for Partnerships with External Agencies” administrative procedure as part of its regular policy and administrative procedures review cycle.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of School Effectiveness are responsible for:

- Ensuring the Protocol for Partnerships with External Agencies Administrative Procedure conforms with PPM149.
- Ensuring principals are consistent with the application of this Administrative Procedure;
- Ensuring that any employee for whom they have supervisory responsibility is aware of the requirements under this Administrative Procedure.
- Ensuring that the Superintendent of Human Resources has a copy of the completed form with the required documentation attached.

Superintendents of Human Resources is responsible for:

- Ensuring that all required documentation is on file.
- Maintaining a binder with all the agreements and required documentation.

Principals and Vice-Principals are responsible for:

- Ensuring staff whom they supervise are aware of the requirements under this Administrative Procedure.
- Ensuring that SBRS (Kids Inclusive and CHEO) tier one is allowed to observe in the classroom, preferably with a CDSBEO staff member (SERT, Board Professional Staff, VP, P) and that all other partners are not allowed to observe in the classroom.
- Ensuring parental/student consent for a child to meet with an external agency. (Some Mental Health/Physical supports do not require parental consent if the student is able to provide consent)
- Ensuring a confidential space for the External Agency to meet the student.
- Ensuring that a school staff member escorts the student to and from the confidential space assigned.
- Informing your Family of School Superintendent should a breach of confidentiality occur from an external agency.
- Maintaining Confidentiality.

Staff are responsible for:

- Promptly reporting a breach of confidentiality to school administration.
- Understanding and complying with this Administrative Procedure.

- Escorting a student to and from the confidential meeting space.
- Maintaining Confidentiality.

Progress Indicators

Students' needs are met so that they can access their curriculum.

Definitions

- **Regulated Health Professional:** A health practitioner whose profession is regulated under the Regulated Health Professions Act, 1991;
- **Regulated Social Service Professional:** A person whose minimum qualifications include a bachelor's degree and at least 2 years of social work, clinical practice, special education, habilitation, or equivalent experience working directly with persons who have intellectual disabilities.
- **Paraprofessional:** A person to whom a particular aspect of a professional task is delegated but who is not licensed to practice as a fully qualified professional.
- **External Agency:** An organization, not internal to the Board, which employs regulated health professionals, regulated social services professionals and paraprofessionals.
- **Unionized Staff:** Board-employed professional student services personnel (PSSP) and/or paraprofessionals that are represented by a bargaining agent recognized under the Labour Relations Act.
- **Professional Student Services:** Personnel and Paraprofessionals
 - Audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991.
 - Speech-language pathologists, as defined by the Audiology and Speech-Language Pathology Act, 1991.
 - Occupational therapists, as defined by the Occupational Therapy Act, 1991.
 - Physiotherapists, as defined by the Physiotherapy Act, 1991.
 - Psychologists and psychological associates, as defined by the Psychology Act, 1991.
 - Social workers, as defined by the Social Work and Social Service Work Act, 1998.
 - Other regulated professionals and/or paraprofessionals who are deemed by the Board to be essential for the delivery of programs and services for students with special needs.
 - Any future regulated categories will also be covered by this protocol.

- **Partnership Agreement:** A formal, written document which outlines the terms and conditions of an external partnership that is signed prior to the implementation of the partnership activities (*see Appendix A and/or B*).

Eligible Categories of Professionals and Paraprofessionals

- Audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991.
- Speech-language pathologist, as defined by the Audiology and Speech-Language Pathology Act, 1991.
- Occupational therapists, as defined by the Occupational Therapy Act, 1991.
- Physiotherapists, as defined by the Physiotherapy Act, 1991.
- Psychologists, as defined by the Psychology Act, 1991.
- Psychological associates, as defined by the Psychology Act, 1991.
- Social workers, as defined by the Social Work and Social Service Work Act, 1998.
- Other regulated PSSP and /or paraprofessionals · Any future regulated categories will also be covered by this protocol.

Partnership Agreement – Required Documentation

PARTNERSHIP AGREEMENT- REQUIRED DOCUMENTATION The following documentation is required as an attachment when a partnership agreement is being considered:

- 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 the sample 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, the board shall collect: 1) a criminal background check in respect of an individual before the individual first becomes a service provider at a school site of the board and 2) in subsequent years, an offence declaration from the director of their agency is required by September 1 of each year in which the individual is a service provider at a school site of the board after that day.

- **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.

Related Documents

[Appendix A – Partnership Agreement for SBRS Provider\(s\)](#)

[Appendix B – Partnership Agreement for non-SBRS Provider\(s\)](#)

[Appendix C - Approved SBRS Employee Confidentiality Agreement](#)

[Appendix D – Approved non-SBRS Employee Confidentiality Agreement](#)

[Appendix E – Parental Consent Form](#)

References

- [PPM 149 "Protocol for partnerships with external agencies for provision of services by regulated health professionals, regulated social service professionals, and paraprofessionals"](#).
- [Ministry of Education Policy/Program Memorandum 149, the Education Act](#)
- [Child and Family Services Act](#)
- [Mental Health Act](#)
- [Regulated Health Professionals Act, 1991](#)
- [The Municipal Freedom of Information and Protection of Privacy Act](#)
- [Canada's Privacy Act](#)