

**EXTERNAL PARTNERSHIPS - SUPPLEMENTAL STUDENT SERVICES***Executive Summary***PURPOSE:**

PR.578 SCS describes a framework for creating and implementing partnerships involving the provision of **mental health, physical health or social services**, with:

- external **agencies** (e.g., mental health, social service or health service agency)
- external **professionals** (e.g., Social Workers, Speech Pathologists, Physicians)
- external **paraprofessionals** (e.g., child therapists, physiotherapy assistants)

It applies when the external partner is offering **assessment, counselling, therapy or treatment services**.

**STEPS:****1. Establish a school-based *External Partnership – Supplemental Student Services Committee*** (usually, the same participants as on your School Support Team):

- This school-based committee will assist in screening and selecting potential partners. In addition to the principal and relevant school-based Board Support Services professional staff (e.g., Psychology, Social Work etc), this committee may consist of additional participants representing stakeholder groups such as school staff, school council members and where appropriate, students.
- Determine whether this service is one that supports your school's SIP, is not duplicating service of your current professional Support Services staff or other staff in your school.
- If satisfied that this partnership is appropriate, move to Step 2.

**2. Ask the potential external partner to complete and provide copies of:**

- For forms: <http://www.tdsb.on.ca/boardroom/pandp/PolicyAndProcedures.asp>
- *Application for Consideration of an Educational Partnership - Supplemental Student Services (EP-SSS) form* (Form 578A)
- *Description of Program or Service form* (Form 578B). The Contract Services and Partnership Development department or the Senior Manager of Professional Support Services may be contacted for advice.
- *Consent to the Release of Confidential Information form* (Form 578D)
- *Conditions of Access Agreement* (Form 578E)
- Their proposed "informed consent" form for parents to sign to allow their student to participate.
- If the information provided appears to satisfy TDSB requirements (see page 2), move to Step 3.

**3. Forward the completed information to *Contract Services and Partnership Development Attention: Gail Fraser, Manager, 5050 Yonge Street, 3<sup>rd</sup> floor.***

- A Central EP-SSS Review Committee will review all proposals approved by schools. This committee provides a second check to ensure that accountability, liability, confidentiality and consent requirements have been satisfied. It also maintains a record of the schools where partnerships have been undertaken. The partnership agreement will be developed by the CSPD department, in conjunction with the external partner, at this time.

## ISSUES:

The purpose of this Operational Procedure is to ensure that external partners meet Board requirements in terms of professional supervision, informed consent, Police Reference Checks, proof of insurance, respect for TDSB collective agreements with unionized staff, adherence to TDSB standards of confidentiality, equity and human rights and coherence with the TDSB's mission, vision and values. To that end, due diligence is integral to the screening of potential partners. Any prospective partner must be able to meet the following standards (summarized in the *Application for Consideration of an EP-SSS – Form 578A*). For a detailed description of these standards, please consult Operational Procedure PR.578 SCS.

- **Qualifications/supervisory relationships for external staff providing service:**
  - *For 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 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.*
- **Informed consent:**
  - *Copy of the proposed informed consent process for the parent/legal guardian(s) or student who is of age (sample form to be appended by External Provider) for services to be provided.*
  - *The External Provider agrees to submit TDSB Consent to the Release of Confidential Information forms (to allow the two-way exchange of confidential information) prior to any involvement with students.*
- **Police reference check:**
  - *External providers must obtain and produce a valid police reference check that meets the TDSB criteria for direct contact with students, is in compliance with the standard check used by the Board (Full Disclosure) and dated within the past 12 months (with annual review).*
- **Proof of insurance:**
  - *External providers must carry their own insurance which includes professional malpractice coverage (minimum \$1,000,000) 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 while working on Board property.*
- **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 College registered supervisor, under which they work.*
- **Respect for TDSB collective agreements with unionized staff:**
  - *External providers agree that the services they are proposing to provide are not in conflict with provisions of collective agreements with TDSB staff (e.g., CUPE, OSSTF, PSSP and ETFO agreements).*
  - *External providers must demonstrate how services to be provided enhance (do not duplicate) current service delivery by Board 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 Board staff to execute their duties will be ensured prior to offering space to external providers.*
- **Adherence to TDSB standards of confidentiality, equity and human rights.**
- **Statement of any fees or payment required.**
- **Willingness to participate in a conflict resolution process.**
- **Agreement to participate in annual review/evaluation of program/service**