

<b>Topic:</b>	<b>Protocol with External Agencies for the Provision of Services by Regulated Health Professionals, Social Service Professionals, and Paraprofessionals</b>
<b>Effective:</b>	<b>March 2010</b>
<b>Cross-Reference:</b>	<b>Ministry of Education PPM 149</b>
<b>Revision Date:</b>	<b>January 2017, November 2019, November 2020</b>
<b>Review Date:</b>	<b>January 2025</b>
<b>Responsibility:</b>	<b>Superintendent of Education – Student Services</b>

**INTENDED PURPOSE:**

The Halton District School Board supports collaborative relationships that are consistent with its vision and mission statements and existing policies and procedures. Service agreements are recognized as mutually beneficial and supportive arrangements between a school and an external mental health, physical health or social service agency. The intent of these collaborative relationships is to enhance or expand opportunities for student success and student well-being.

**DEFINITIONS:**

External Agency: An organization, external to the school board, that employs regulated health professionals, regulated social services professionals and paraprofessionals.

Board Staff: School 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 Act, 1998
- Behaviour Analysts
- Paraprofessionals are defined as individuals with relevant post-secondary or on the job training, e.g., Child and Youth Counselors, Occupational Therapy Assistants or Physiotherapy Assistants, and Communication Disorder Assistants
- Other required professionals and /or paraprofessionals who are deemed by the school board to be essential for the delivery of programs and services for students with special needs
- Any future regulated categories will be covered by this protocol

Professional Services Agreement: A formal, written document which outlines the terms and conditions of an external service agreement that is signed prior to the implementation of the proposed activities of the external agency.

## **PROCESS COMPONENTS:**

### Responsibility

The Superintendent of Education, Student Services, shall be responsible to oversee this protocol.

### Central Board Level Committee

The Halton District School Board will convene a committee a minimum of three times per school year to review Professional Services agreements, both current and proposed. This committee will be chaired by the Superintendent of Education, Student Services, or designate and will consist of board management staff, three members of PSSP and at least one school administrator (elementary or secondary). The committee will review all submissions for collaborative agreements as well as any arrangements currently in place that are not in compliance with this procedure. This administrative procedure will also be reviewed annually by this committee.

### Expectations of Collaborative Agreements

The expectation of all collaborative agreements shall be to enhance the quality and effectiveness of education for students. Collaborative Agreements must enhance and supplement but not duplicate the delivery of services of professional student support services staff and/or paraprofessional staff and not violate collective agreements. Any requirements for space, equipment or other resources of the external agency must not infringe on the ability of board-employed staff to complete their duties.

### Programs and Services Eligibility

Service agreements may be considered for approval for interventions that involve groups of students, classroom programs or school-wide initiatives. Halton District School Board staff presence is mutually beneficial as it will assist community practitioners in the delivery of the program and will increase board staff's capacity in delivering support.

Examples of services that may be brought forward to the HDSB External Agency Partnership Committee Agency for consideration are those that involve outside personnel meeting with student(s) at school to provide counselling, assessments or physical, psychological, behavioural or emotional interventions/supports.

Examples of applications that would NOT be approved include:

- direct services to students are being offered in the school, by agency personnel, during the school/work day (including lunch/nutrition breaks) that is not directly supporting curriculum and is a duplication of service provided by board PSSP staff (e.g. individual, small group or whole class sessions that constitute psycho-educational sessions, counselling, therapy, or other services provided by PSSP staff, etc.),
- those that violate the PSSP collective agreement

### Examples of services that do require approval by the External Agency Partnership:

- one time guest speaker or series of workshops by guest speaker(s) that support the Ontario curriculum and are thus educational in nature; guest speakers do not provide counselling service and thus do not require partnership agreements,
- agency renting school space to provide programming outside of the school day (e.g., Girls Inc., Big Brothers/Big Sisters, YMCA/YWCA, martial arts business, art company, etc.)
- agency personnel conducting focus group sessions with youth (this requires an application to the HDSB Research Advisory Committee).
- Privately paid professionals as per [Privately Purchase Services Administrative Procedure](#)

## Procedures For Establishing A Service Agreement:

A service agreement is a mutually supportive, reciprocal arrangement between a school or a school board and a community service provider. Collaborative relationships are most pertinent when developed in a collaborative and coordinated effort between the school staff, student services personnel (PSSP) and community providers.

Agencies wishing to partner with the board submit an application (Appendix A). The partnership request will be reviewed by a Central Board Level Committee which meets a minimum of 3 times per school year. Approval by the committee must be obtained prior to any service delivery. Renewal of a service agreement will be completed on an annual basis by submitting in writing updated information, provided that the service is consistent with the original request and there continues to be a need for the service within the school board. External agencies wishing to amend (including adding additional services) the agreement will provide information in writing and this information will be presented to the Committee for approval. Upon approval of the proposed service by the committee, a service agreement will be signed by all parties, (Appendix B). Copies will be held by the agency and the Central Board Level Committee.