

## **Procedure for Third Party Providers at Paraparaumu Beach School**

### **Introduction**

Paraparaumu Beach School is a public, state school which values inclusive practice and equal access to educational opportunities. There may be occasions when the school is approached regarding the use of a Third Party Provider (TPP) on school grounds.

For clarification, this procedure does *not* apply to:

- providers of programmes that would be delivered as part of the school's curriculum;
- or
- private contractors employed or contracted by the school or a government ministry to work within the school setting to provide professional development for teachers or a specific intervention based on the school's process for identifying needs, and/or to provide expertise in a curriculum area.

### **Guidelines**

At Paraparaumu Beach School:-

1. The School Management Team is given the responsibility of managing the day to day running of the school as they best see fit and to make decisions with regard to the overall education, wellbeing, health and safety of all students, as well as individual student needs.
2. The decision to allow TPPs to work in Paraparaumu Beach School is made by the School Management Team.
3. The following factors are to be taken into account by the School Management Team when considering any request under this procedure:-
  - a. The best interests of the student(s) concerned in terms of their wellbeing, learning needs and safety.
  - b. The school management's due diligence assessment of the suitability of the TPP personnel to be on school grounds and working with students (e.g. current and appropriate police vet, referee conversations, alignment of content with current school practice).
  - c. The level of disruption to the normal school programmes.
  - d. The availability of a suitable space.
  - e. The TPPs process for sharing student achievement.
  - f. The TPP's ability to adhere to the terms of their Agreement with the school and/or their compliance with past Agreement/s.
4. It is strongly preferred that TPP tuition takes place outside of core classroom instructional times.

5. At Paraparaumu Beach School we believe in the benefit of one intervention at a time. Therefore whilst working with a TPP other programmes may be put on hold. *One intervention at a time means the child is not overwhelmed, anxiety is not increased, strategies do not clash, and it is easier to pinpoint which intervention is having an impact.*

## **Process**

1. Before deciding on the engagement of a TPP, the school management team will engage with affected Parents/whānau/ legal guardians around current programs / interventions.
2. The decision regarding TPP engagement will be communicated to all affected parties in writing.

## APPENDIX 1

### **Third Party Provider (TPP) Agreement for Paraparaumu Beach School**

This agreement between the Paraparaumu Beach School and:

\_\_\_\_\_

is hereby entered into on this date:

\_\_\_\_\_

and expires on:

\_\_\_\_\_

The purpose of this agreement is to ensure responsibilities and terms of engagement are clear.

The Third Party Provider commits to the undertakings outlined in this document, and acknowledges that failure to do so may result in the immediate termination of the agreement.

- (1) The decision to allow Third Party Providers (e.g. private tutors, contractors) to work at Paraparaumu Beach school is made by the School Management Team, in their roles as the professional leaders of the school.
- (2) The availability of adequate working space on the school site at the time will be a factor in the above decision-making.
- (3) The Agreement between the School and the TPP must be signed by the TPP and the Principal (signing on behalf of the school) before any engagement commences.
- (4) A TPP may not open a new space for a student or take on another student without consultation.
- (5) A student's parents/whānau/legal guardians must make contact with the School Management Team as outlined in the school's procedure prior to engaging the TPP.

## **PLANNING AND REPORTING**

- (6) A list of students working with a TPP must be approved by the school management before the engagement commences and be kept up to date as changes occur.
- (7) The TPP will provide the Principal with a planned programme for each engaged student.
- (8) The school requires a summary statement of student progress and achievement against the agreed plan, for each student engaged, at mid year and end of year.

## **HEALTH AND SAFETY**

- (9) The TPP must provide the school with an appropriate police vet, no older than 3 months, at the start of their engagement and at the start of each next school year.
- (10) The TPP will sign in and out of the school (at the front desk) on every school visit.
- (11) When a new student is engaged, following the school's procedure, a copy of the permission form from parents/whānau/guardians must be given to the school. Included in the consent will be agreement that the TPP assumes responsibility for the health and safety of the student during tuition sessions.
- (12) In an emergency, the TPP must follow the attached school procedures. All evacuations drills and practices must be complied with.
- (13) The TPP complies with the schools Vulnerable Child procedure as attached.

## **COMMUNICATION AND ENGAGEMENT WITH SCHOOL STAFF**

- (14) The TPP will hold termly meetings with the class teacher of each student they are engaged to work with. The focus of such meetings will be to negotiate timetabling and share strategies to be of mutual benefit to the student (e.g. Individual Education Plans, common goals).
- (15) Special school events - trips, camps, programmes, etc - take priority. The TPP may at times need to adjust their timetable accordingly.
- (16) If the TPP intends to provide homework, this must first be discussed and agreed with the class teacher so they can adjust classroom homework accordingly.

## **USE OF SCHOOL FACILITIES**

- (17) As a measure of goodwill the School will not charge the TPP for use of agreed school facilities (e.g. rent, electricity, heating or wifi.)
- (18) Use of the school internet must adhere to the school's attached IT procedure for safe use.

(19) The school will designate a working area for the TPP. As all such areas are shared with other staff and students, this area must be left cleared and tidy after use. All equipment must be packed away at the end of the day, though TPP materials may be stored on site for ease of access.

**GENERAL**

- (20) To align with the school’s inclusive practices, our preference is for TPP’s to work with students in pairs or small groups.
- (21) The TPP must maintain a highly professional standard of conduct at all times, consistent with the EDUCANZ Code of Ethics. This includes respect for school staff, and practices in representations to, and engagement with, other colleagues, parents/whānau/ legal guardians and students.
- (22) As the TPP is not employed by the school, the TPP must assume responsibility for all necessary communications with parents/whānau/guardians. Likewise, the party who engaged the TPP is responsible for informing the TPP of any alteration to arrangements brought about by absence from school or other school commitments.
- (23) At Paraparaumu Beach School we adhere to the twelve ‘Information Privacy Principles’ of the Privacy Act 1993. TPPs would be required to follow these principles.

I acknowledge that I have been provided with, have read and understood, and will comply with, the following procedures:-

	Health and Safety		Emergency
	IT use		Vulnerable Children

Signed:

\_\_\_\_\_  
 (Third Party Provider)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Principal)

\_\_\_\_\_  
 (Date)