EXTERNAL PARTNERSHIPS

Scope

This policy applies to all employees and personnel under the jurisdiction of the Cape Breton-Victoria Regional School Board.

Mission:

To develop a sustainable, integrated collaborative framework between the Cape Breton-Victoria Regional School Board (CBVRSB) and external partners that enhances learning and wellness of individuals and communities by allowing access to external services providers when it is appropriate.

Purpose

To provide guidelines for staff of the Cape Breton-Victoria Regional School Board, students, and Board employees concerning engagement with external service providers.

Policy Statement

The Cape Breton-Victoria Regional School Board recognizes the benefit of educational partnerships in achieving common goals. In an effort to ensure that students attending school at the Cape Breton-Victoria Regional School Board are able to access external services when appropriate, the Board will partner with external agencies when the partnership benefits the students and when a mutually acceptable agreement has been reached or an existing policy has already been put in place between the Board and the external service provider.

Cross Reference

Authorization

The policy has been authorized by the Board under motions number 2015-01-17.
Responsibility

It is the responsibility of the Director of Programs and Student Services to ensure that this policy and administrative procedures are implemented.

Implementation

The Coordinator of School Services will implement the policy and administrative procedures.

Procedures

The Cape Breton-Victoria Regional School Board (CBVRSB) has sole discretion and jurisdiction over any and all educational programs offered to students attending school at the CBVRSB. Any external agency wanting to provide a service to students of the CBVRSB must direct all general inquiries to the School Principal. Under certain circumstances the CBVRSB will enter into a Partnership Agreement with an external service provider. The following are procedures to be followed when an external service provider wishes to meet with students on Board property.

1) When an external service provider seeks to meet with a student on Board property the following guidelines are to be followed:

   a. Upon entering the school, any and all external service providers must report directly to the front office and request to speak with the Principal or designate.

   b. Government issued or official identification must be provided by the external service provider to the Principal or designate.

   c. The Principal or designate shall determine if there has been a formal agreement entered into between the external service provider and the CBVRSB.

   d. If an agreement has been entered into between the external service provider and the CBVRSB, the Principal or designate shall complete the required External Service Provider Checklist (attached).

   e. If an agreement has not been entered into between the external service provider and the CBVRSB, the Principal or designate shall consult the Coordinator of School Services to determine if the external service provider has permission to enter onto Board property.
2) Prior to the external service provider being permitted to meet with a student on Board property, the CBVRSB requires security checks for all personnel from external agencies. This includes a Child Abuse Registry Check and a Criminal Record Check.

3) The external service provider is to ensure that all necessary informed consent for the individual students is obtained prior to meeting with the student on Board property.

4) A service provider is not permitted to remove a student from Board property for any purpose, with the exception of an emergency situation, which shall be reported to the Principal or designate immediately.

5) If, for an emergency purpose a student is removed from Board property, the Principal or designate will contact the student’s legal guardian immediately.

6) Any breach of this procedure shall be reported immediately to the Coordinator of School Services.

**Associated Forms**

**Policy Review**

This policy will be reviewed by the Director of Programs and Student Services within three years from the authorization date.

**Distribution**

Board Members
All Policy Manual Holders
## External Service Provider Protocol Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Issued Identification</td>
<td>YES  NO</td>
</tr>
<tr>
<td><strong>Photocopy</strong> of Government Issued Identification Completed</td>
<td>YES  NO</td>
</tr>
<tr>
<td>Name of the Student</td>
<td>YES  NO</td>
</tr>
<tr>
<td>Is there an Agreement between the External Service Provider and the CBVRSB?</td>
<td>YES  NO</td>
</tr>
<tr>
<td>If there is an Agreement between the External Service Provider and the CBVRSB, is there a copy of this agreement on record?</td>
<td>YES  NO</td>
</tr>
<tr>
<td>If there is not an Agreement between the External Service Provider and the CBVRSB, have you consulted with the Coordinator of School Services to ensure that the External Service Provider has permission to be on Board property?</td>
<td>YES  NO</td>
</tr>
<tr>
<td>Confirmation that the worker will obtain the necessary consent(s) with respect to the student.</td>
<td>YES  NO</td>
</tr>
<tr>
<td>Confirmation that the worker has a Criminal Record Check and a Child Abuse Registry check completed.</td>
<td>YES  NO</td>
</tr>
</tbody>
</table>

Date: __________________________________________________________________________

Time: __________________________________________________________________________

Name of the External Service Provider: _____________________________________________

Name of individual representing the External Service Provider: _______________________

Principal/ School designate: _______________________________________________________

Cape Breton-Victoria Regional School Board  
Policy and Administrative Procedures