



Participation Dogs LTD
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Service Level Agreement

This agreement sets out the arrangements and responsibilities of Participation Dogs as the provider and [school].

The aim is to ensure that both parties have a mutual understanding to prevent unnecessary confusion and misunderstandings, which can sometimes occur.

Provider Participation Dogs
Client X

Funding Arrangements: Invoice monthly

Costs: £90 per individual hour session plus £20 per hour room hire if a space outside school is needed.

All other funding requirements will be discussed and agreed in advance of them being incurred.

Place provision will be delivered.....

Number of hours.....

Length of intervention.....

Day / time (subject to review).....

If the intervention is to end earlier than agreed 2weeks / 4 weeks (circle) notice will need to be provided in writing.

Signed:.....**Date:**.....

Gillian Shrvat / Richard Bell
Participation Dogs LTD

Signed:.....**Date:**.....

Role: *For school to sign*

Part A: Service Level Agreement Between Participation Dogs and The Alternative Education Provision

Participation Dogs LTD will:

1. Provide a structured therapeutic intervention with clear aims, objectives, methods and outcomes.
2. Contact the named person within 2 working days regarding any young person whose behaviour or progress is causing concern following the agreed procedure.
3. Contact the named person in school and parent within 5 minutes of the session start time if the student does not arrive following the agreed student procedure. Absences must be recorded.
4. Provide schools, students and their parents/ carers and the Local Authority with all relevant programme details.
5. Provide an induction programme, including general health and safety and with animals, consent, safeguarding, confidentiality and ensure the relevant forms are completed.
6. Provide resources, equipment and materials required for all areas of the programme.
7. Keep all young persons' details in accordance with the Data Protection Act.
8. Employ staff with relevant experience and ensure that child protection regulations are adhered to and all staff working with students are DBS checked and ensure that staff receives appropriate training where necessary.
9. Collect and supply the necessary data for audit requirements.
10. Monitor progress and provide termly feedback to the school, Local Authority and parents where appropriate.
11. Carry out risk assessments by qualified staff on all aspects of provider programmes prior to the commencement of the programme. Provide the school with a copy of the risk assessments including a clear process for the reporting of accidents. Ensure that injury or loss insurance covers young people under the age of 16.
12. Notify the school of any timetable changes as soon as possible.
13. Ensure that all necessary documentation is completed.
14. Ensure quality assurance systems are robust and meet any external requirements including monitoring for collaborative provision.
15. Invoice the school for the agreed amount by the agreed date.
16. Inform all appropriate agencies of a learner dropping out of a programme.

17. End the session and contact the named person in school and parent if the student arrives for the session under the influence of substances.
18. End the session and contact the named person in school or parents (if session is provided outside of school) if the student needs the session to end early e.g. they are feeling anxious or unwell.

Participation Dogs LTD contact: _____

SIGNATURE: _____

Date: _____

Part B Schools will:

1. Nominate appropriate members of staff to act as key contacts.
2. Identify and select appropriate young people. Jointly complete a risk assessment as required.
3. Provide in writing, prior to the beginning of the intervention, relevant information/reports with the referral form.
4. Provide an emergency contact number and information on any known medical conditions.
5. Provide a copy of their most recent EHCP for students who have an EHCP for SEND.
6. Take action to follow up non-attendees after notification of absence and provide support if other problems occur.
7. Support Participation Dogs with carrying cause for concern procedures and behaviour policies.
8. Collect any necessary data for audit and monitoring requirements.
9. Notify the provider of any known absence.
10. Inform Participation Dogs if a student is to be withdrawn. Complete all necessary documentation.
11. Notify Participation Dogs of any significant change or circumstances involving the students or details likely to affect programme delivery.
12. Settle invoices for the agreed payment within the specified time. Commit to the agreed payment schedule for the full term of the programme even if the young people are withdrawn or fail to attend.
16. Attend meetings to monitor programmes or provide reports/updates if unable to attend.
17. Where appropriate assist with the review of policies and procedures which support Participation Dogs.

School contact: _____

SIGNATURE: _____

DATE: _____

Parent/Carer and Learner Agreement

The young person agrees:

1. I will attend and be punctual for all elements of my programme. I will notify the key contact at the school/college and Participation Dogs if I am unable to attend for any reasons by 9.00 a.m. on the day, at the latest.
2. I will follow all instructions given by Participation Dogs, and ask when I am unsure.
3. I will complete tasks to the best of my ability.
4. I will behave appropriately at all times.
5. I will make use of support services (e.g. welfare and advice services, learning support) if this becomes necessary.
6. I will ensure that I bring the basic equipment required for the programme.
7. I will attend all progress/ monitoring and other meetings arranged on my behalf by Participation Dogs.
8. I agree to remain 'in the session' until I am collected (off site) or walked back to class and I am responsible for my own safety.
9. I will not attend session whilst under the influence of alcohol or other substances.

The Parent/ Carer agrees:

1. I am responsible for the attendance and punctuality of my son/ daughter on this programme.
2. I will notify the school/college on each day of absence by 9.00 a.m. on the day, at the latest.
3. I will inform the school/college/Participation Dogs immediately if there are any changes in medical circumstances.
4. I will support the programme where appropriate to ensure my child's success on their programme.
5. I accept the need for responsible behaviour by my son/daughter and agree to support them in maintaining good behaviour.
6. I give permission for personal details including academic information to be given by X School to Participation Dogs and for the Participation Dogs to provide information to the X School.
7. I understand that my son/ daughter may be required to leave the programme at any time should this learning agreement be broken.

Induction

A thorough process of induction is very important in safeguarding the interests of young people, schools and Participation Dogs.

The Induction Process

This process should be conducted in the initial session(s)

Areas which will need to be covered include:

- Consent and confidentiality
- Attendance Procedures
- Health and Safety, learners' health and safety duties, Hazards, risks and precautions / Animal Communication
- Location of policies
- Safeguarding
- Transport to and from the provider
- Emergency procedures and contacts
- Meal arrangements
- Expected standards of behaviour
- Complaints Procedure
- Parental Permissions
- Introduction to key staff
- Tour of premises if necessary
- How and who to report any accidents/concerns
- Goal setting: Goal Attainment Scaling