

# pulling it together

## Guidance on Agency Involvement in Schools



the learning trust  
the future for education in Hackney



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# Introduction

## Definition of Agency

**Those in addition to school staff who are invited to support the implementation of the PSHCE framework or the Healthy Schools Scheme.**

The following is a quality standard for schools and agencies to use as a planning tool for joint working. It is divided into three sections:

1. Management
2. Project planning
3. Monitoring and evaluation

### Management

This section is intended to be an active record that is completed once, and updated when necessary, by the schools PSHCE Co-ordinator and the Agency. This should enable any teacher in the school to contact the appropriate person in an agency when support or advice is needed. It should also ensure that agencies and schools agree and understand their respective policies and procedures.

### Project Planning

This section is designed as a tool for teachers and agency staff to plan lessons, conferences or longer-term projects.

### Monitoring and Evaluation

This section is a framework for teachers and agency staff to evaluate projects jointly.

## Quality Assurance

Agencies involved in the Healthy Schools Scheme will be quality assured against this standard. An annual monitoring visit will be carried out, by a member of the Healthy Schools Team, to ensure this process is rigorous. Agencies that are judged to be meeting the standard will be awarded the Healthy Schools logo and be recommended to schools by the Healthy Schools Team.

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**Management**

School: .....

Lead Person: .....

Agency: .....

Lead Person: .....

Quality Standard	Note	Action	Agreed by:	Date
<p><b>1. Each school and agency has a Confidentiality Policy.</b></p> <ul style="list-style-type: none"> <li>■ The school's Confidentiality Policy is cross referenced to relate to other school policies e.g. Bullying, Drugs, Sex and Relationships Education (SRE), Child Protection.</li> <li>■ All school and staff from agencies (including volunteers) are made aware of / receive training on confidentiality issues, policies and guidelines.</li> </ul> <p><b>2. Each school has a Designated Child Protection Co-ordinator.</b></p> <ul style="list-style-type: none"> <li>■ The school informs the agency of procedures to follow should a child protection issue arise.</li> </ul> <p><b>3. The school's management structure supports the project.</b></p> <ul style="list-style-type: none"> <li>■ The school commits financing to the project if funding is necessitated</li> <li>■ There is a nominated contact person at the school with sufficient authority to agree arrangements between the school and agency.</li> </ul> <p><b>4. Schools and agencies have a clear understanding of their respective roles, responsibilities and boundaries.</b></p> <ul style="list-style-type: none"> <li>■ School and agency staff are cognisant of their respective policies / protocol appropriate to the project and have copies to refer to as necessary.</li> <li>■ Agency and senior managers in school agree whose confidentiality policy takes precedence.</li> <li>■ The school has confirmation of the status of agency staff with regard to police checks.</li> </ul> <p><b>5. Clear channels of communication are set up between the school and the agency.</b></p> <ul style="list-style-type: none"> <li>■ The school and agency identify the best method of communication and who is an alternative contact person if key contacts are unavailable.</li> <li>■ The school or agency notify each other of any changes of policy or circumstances of key members of staff where these impact on to the project.</li> </ul> <p><b>6. Opportunities for Parents / Carers to be informed about or involved in the project are considered.</b></p> <p><b>7. The agency communicates to the school how their involvement and activity fits in with the National Curriculum and Hackney LEA's PSHCE Scheme of Work.</b></p> <ul style="list-style-type: none"> <li>■ Opportunities are identified for the agency to give a brief overview of its work to staff as appropriate.</li> <li>■ The agency sends concise information (one side A4) summarising its work to the identified school lead as part of the planning process</li> </ul>				

## Project Planning

School: .....

Lead Person: .....

Agency: .....

Lead Person:.....

Quality Standard	Note	Action	Agreed by:	Date
<p><b>8. The nominated members of staff from the school and agency plan the session project or together, identifying their roles, requirements and desired outcomes.</b></p> <ul style="list-style-type: none"> <li>■ Clear aims and objectives are set for the project together with intended learning outcomes.</li> <li>■ The teacher_s role in a session is made clear (e.g. observing, participating, supporting a group of children) and strategies for classroom management and discipline agreed.</li> <li>■ The agency is given appropriate information on the target group of pupils including age, gender, ability and ethnicity</li> <li>■ The school ensures the agency is aware of the pupils' prior learning experiences</li> <li>■ The agency and the school agree preparatory and follow up work to the project and their respective roles in this.</li> <li>■ Curriculum time and dates for delivery are agreed.</li> <li>■ The school lead takes responsibility for ensuring the availability of a suitable room and ensures resources are booked, agency staff are welcomed on day and introduced to the pupils.</li> <li>■ Negotiation between the school and the agency takes place to ensure the appropriateness of resources in advance of their use.</li> <li>■ The agency reports any incidents of concern in line with agreed protocol</li> </ul> <p><b>9. The school and agency monitor and evaluate the work for quality assurance.</b></p> <ul style="list-style-type: none"> <li>■ A project review meeting is carried out between the school and the agency within an agreed timescale using the attached framework. A copy of the evaluation is then forwarded to the LEA Healthy Schools Co-ordinator.</li> <li>■ Any changes to arrangements for future sessions are identified</li> <li>■ Recommendations are made for further action and the school and agency agree the way forward, assigning roles to responsibilities.</li> </ul>				

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**Monitoring and Evaluation**

School: .....

Lead Person: .....

Agency: .....

Lead Person: .....

Monitoring & Evaluation	Process/Quality of Facilitation	Content: Knowledge, Skills & Understanding	Impact	Future Action Needed
<p>1 Evaluation of sessions by the pupils.</p> <p>2 School staff feed back to agency on any session they attended and any further outcomes after session has been delivered.</p> <p>3 The agency feeds back on the session delivered and any further outcomes.</p>				

Please forward a copy of the evaluation to your Healthy Schools Co-ordinator