



Service Level Agreement

Working with Partners

1. This Agreement establishes the roles and responsibilities of the School and **Tai Chi For You LTD** in delivering Extended Services.

School:
Address:
Telephone number:
Fax number:
Point of Contact at the school:
Telephone number of contact:
E-mail:
E-mail address for invoices to be sent to:
Date:

2. For the purpose of this agreement, **Tai Chi For You LTD (Service Provider)** will deliver the following service:

Description:
Dates and times:
Number of sessions:
Start Date: _____ End Date: _____
Target group (age / phase):
Minimum and maximum numbers:
Service Provider: Tai Chi For You LTD
Address: 44 Bybrook Road, Kennington, Ashford, Kent TN24 9JB
Point of contact: Emma or Andy Cooke
Telephone number: 07587 167756
E-mail: taichiforyou@hotmail.co.uk
Date:

3 THE SCHOOL IS RESPONSIBLE FOR:

- 3.1 Identifying an appropriate room with the following:

- adequate space for the activity (recommended 1.5 meters by 1 meter for each participant)
 - ensuring that it is open and ready for use at the beginning of the session
 - temperature not too hot or cold
 - no obstacles
 - non slippery floor
- 3.2 Publicising the activity among pupils / intended participants;
- 3.3 Providing information on the group allowing for specific planning e.g. AEN needs, any physical needs, names of students etc.
- 3.4 Providing information about fire and emergency procedures, information about behaviour and rewards policy;
- 3.5 Providing access to all appropriate whole-school policies (including confidentiality regarding pupil information and the behaviour policy within the school);
- 3.6 Reporting to Governors and others about the activities to ensure that the work of the partner organisation is recognised and acknowledged;
- 3.7 Completing an evaluation report at the end of the allocated sessions
- 3.8 Providing information and feedback regarding pupil performance /progress following session(s) for the use of Tai Chi For You LTD to show effects of Tai Chi, if any;
- 3.9 **Ensuring that there is at least one member of staff onsite until all the children and/or young people have left the activity listed in Paragraph 2.**
- 3.10 A member of staff to be present during activity and to be responsible for registering of students
- 3.11 Behaviour management during the session to be the responsibility of the school

THE SERVICE PROVIDER IS RESPONSIBLE FOR:

- 4 **Staffing:**
- 4.1 Criminal Records Bureau checks - No adult without an enhanced CRB check can be involved in any work with pupils;
- 4.2 The Service Provider will endeavour to ensure that adequate cover is provided in the case of any member of staff's authorised absence and will notify the school immediately;
- 4.3 The Service Provider shall ensure that both Andrew and Emma Cooke at all times will carry appropriate identification, that their certification is sufficiently updated;
- 4.4 Instructions with regards to performance of the service are communicated, in particular in relation to:-
- 4.4.1 the task or tasks they will perform;
 - 4.4.2 the rules, procedures, and standards of the service, and

4.4.3 all relevant Regulations, Orders and Acts, and also in relation to relevant Health and Safety at Work issues.

5 Activities:

- 5.1 The service as described in Paragraph 2 must be appropriately planned and delivered
- 5.2 Relevant records are to be maintained and made available to the school including a record of activities per session, and referral details as appropriate;
- 5.3 Where school resources are to be used, adequate notice must be given, and the responsibility for any cleaning or damage of school property remains with Tai Chi For You LTD.
- 5.4 Suitable and sufficient risk assessments will be undertaken for each activity by the provider;
- 5.5 Tai Chi For You LTD will maintain all First Aid Certifications held by Andrew and Emma Cooke are up to date;
- 5.6 Tai Chi For You LTD will ensure that a qualified First Aider is on the school site, and that they hold contact telephone numbers as well as any necessary medical information;
- 5.7 Tai Chi For You LTD has access to a complete First Aid kit at all times;
- 5.8 Young people must be adequately supervised during the session, ensuring that they attend promptly, remain for the duration and leave the building promptly at the end. **Young people must never be left unattended by both the school and service provider.**

6 CONFIDENTIALITY

- 6.1 All staff of **Tai Chi For You LTD** will adhere to the school's policy on confidentiality.
- 6.2 All staff of **Tai Chi For You LTD** will be made aware that they cannot offer pupils guaranteed or unconditional confidentiality. If a child reveals any information relating to their own safety or that of any other young person, the relevant school staff

(_____)
will be informed promptly.

7 SAFEGUARDING

- 7.1 **Tai Chi For You LTD** will share their Safeguarding Children and confidentiality procedures with all schools they work with. Consultation will be sought to ensure consistency with school policies;
- 7.2 In any situation where **Tai Chi For You LTD** become aware of an issue, which concerns a pupil's safety or well-being, particularly in relation to child protection issues the relevant school staff (as named above) will be informed promptly;

7.3 Where **Tai Chi For You LTD** becomes aware of significant issues concerning the child's experience at school, the school will be promptly informed;

7.4 Where **Tai Chi For You LTD** become aware of significant issues concerning the child's experience at home, the school will be informed promptly;

8 EQUAL OPPORTUNITIES

8.1 **Tai Chi For You LTD** will comply with the provisions of the Equality Act 2010.

9 INCLUSION

9.1 Tai Chi For You LTD will take all reasonable steps to ensure that the provision is inclusive in accordance with the school's policies and procedures.

10 HEALTH AND SAFETY

10.1 **Tai Chi For You LTD** shall carry out a suitable and sufficient assessment of the risks to the health and safety of persons not in his/her employment arising out of, or in connection with, the conduct by him of his/her undertaking and communicate any concerns promptly in the form of a risk assessment document.

10.2 **Tai Chi For You LTD** should comply with the school's Health and Safety policy (including First Aid – see Paragraph 4.4).

11 QUALITY ASSURANCE

11.1 Tai Chi For You LTD will work to achieve an appropriate level of quality assurance to ensure that children are enjoying and achieving.

12 INSURANCE

12.1 Tai Chi For You LTD must have appropriate Public Liability insurance (at least £5 million – with a copy given to the school) for any claims relating to the school against injury to staff and pupils and loss and damage to any property occurring as a result of these activities.

13 FINANCIAL ARRANGEMENTS

13.1 Tai Chi For You LTD will provide monthly invoices for sessions given.

13.2 All invoices need to be paid within 30 days. After this period a late fee of 10% will be applied.

14 TERMINATIONS

14.1 Either party may terminate the Agreement by giving 1 months notice in writing to the other party.

14.2 A cancellation fee of 10% will be applied.

15 DISAGREEMENTS AND DISPUTE PROCESS

15.1 Both parties shall use their reasonable endeavours to resolve any disagreements between them in relation to the operation of this Agreement in the course of the day-to-day liaison or regular meetings. If appropriate, assistance may be sought from the relevant Local Authority department.

16 MONITORING AND REVIEW PROCEDURES

16.1 Scheduled reviews should take place between the Service Purchaser and Tai Chi For You LTD on a regular basis. The method (face-to-face, phone or email) will be agreed at the time of scheduling.

The method will be _____

and is scheduled to occur _____

16.2 The Agreement shall be monitored and reviewed in terms of service objectives, resource allocations, activity levels, performance and quality assurance arrangements.

17. ANY NOTES:

--

--

Policies to be supplied to Tai Chi For You LTD:		Copies of this Service Level Agreement to:
Fire		
Accident Reporting		
Confidentiality		
Behaviour		
Inclusion		
Policies supplied by Tai Chi For You LTD:		
Health and Safety		
Child Protection		

18. AGREEMENT

<p>Signed by and on behalf of the school:</p> <p>_____</p> <p>Position: _____</p> <p>Date: _____</p>	<p>Signed by and on behalf of Tai Chi For You LTD:</p> <p>_____</p> <p>Position: _____</p> <p>Date: _____</p>
--	---