



**social workers  
in schools**

## ***Partnering Agreement***

*[Service Provider]  
[Name of schools]*

*[Date]*



**child, youth  
and family**

*A service of the Ministry of Social Development*

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## 1. Purpose of Partnering Agreement

The purpose of this Partnering Agreement is to establish an operational framework for managing the Social Workers in Schools (SWiS) service across the cluster enabling effective service delivery and development. The content of the Partnering Agreement will demonstrate a willingness to collaborate and it will reflect local needs.

All sections from point 8 onwards can be discussed, agreed, and signed off by all parties.

## 2. Glossary of terms

Terms used in this Partnering Agreement are:

- Party (parties) – the organisation or institution or government body who collaborate to develop this Partnering Agreement and who participate in SWiS service delivery
- Stakeholders – groups or individuals who may participate in or be affected by the SWiS service
- The Cluster – a group of schools with one social worker employed by a contracted service provider
- Outcome – a condition of well-being for children, adults, families, or communities
- Outputs – the services produced by undertaking a series of activities as detailed in the service description

## 3. Parties to the Partnering Agreement

The parties to the Partnering Agreement are:

- [name of schools]
- [name of service provider]
- Child, Youth and Family Services (a service line of the Ministry of Social Development)
- Ministry of Education

The specific responsibilities of each party in implementing the SWiS service are detailed in “The Social Workers in Schools Service Description Section 3: Parties – Roles and Responsibilities.” A copy of this section is held by each party.

## 4. Term of the Partnering Agreement

The term of this Partnering Agreement is for the term of the contract agreement between the Service Provider and the Ministry of Social Development: Child, Youth and Family Services from XXXXX 2008 – XXXX XXXX.

## 5. Disclaimer

This Partnering Agreement does not constitute a legal partnership.

## 6. The Parties agree

- to comply with their specific responsibilities and roles as set out in the SWiS Service Description and this Partnering Agreement;
- to demonstrate a firm commitment to the vision, goals, core values, and guiding principles of the SWiS service; and
- to work in a cooperative manner to ensure successful SWiS service delivery and to achieve the SWiS service outputs and outcomes.

## 7. Objectives of the Social Workers in School Service

The SWiS service is:

- aimed at promoting wellbeing and safety of children rather than being problem and crisis focused;
- child focused;
- family/whanau centred;
- community orientated;
- committed to building on child and family/whanau strengths;
- culturally sensitive and responsive; and
- early intervention and prevention focused.

**8. The Partnering Principles (this point onwards is open for discussion)**

*These principles guide SWiS service delivery amongst the parties.*

Examples of Partnering Principles are:

- act honestly and in good faith;
- communicate openly and in a timely manner;
- work in a co-operative and constructive manner;
- recognise each other's responsibilities to children and stakeholders;
- encourage quality and innovation to achieve positive outcomes for children and their families/whanau who receive the SWiS service; and
- encourage collaboration between parties

**9. Our Mission Statement**

*The mission statement is developed by the cluster.*

**10. Our Values**

*The values are developed by the cluster.*

**11. Operational Structure**

*This section identifies Partnering Agreement parties.*

Party	Representative	Role	Substitute representative

Meetings of the parties	
Quarterly	<i>Put dates here for the 4 meetings in the current year</i>
Organisational responsibility: planning, minutes, distribution	Service Provider
Purpose	Review SWiS service implementation with Partnering Agreement sections as the agenda for meeting
Follow-up action	Identify person/group responsible for follow-up plan and action in minutes of each meeting and distribute the minutes and plan to all parties within 10 days of the meeting

## 12. Referrals to Child, Youth and Family

*Supporting resources for making this referral are: "An Interagency Guide for Breaking the Cycle"; the current policy of each school; and the current policy of the Service Provider. These are attached in Appendix A.*

*The parties decide on the course of action for making referrals to Child, Youth and Family i.e. who will take the responsibility in each school to make the referral to Child, Youth and Family.*

### Course of action for a referral in each school in the cluster:

[Name of School]  
 [Name of School]  
 [Name of School]  
 [Name of School]

## 13. Social Workers in Schools Assets

*The parties clarify the responsibility for procurement, supply, installation and maintenance of Social Worker in Schools assets to ensure equipment and property meets all health and safety requirements. This responsibility is detailed in the table below. The parties add to this list as required.*

<i>Key identifying specific responsibility of the party</i>	
Procurement	P
Supply	S
Installation	I
Maintenance	M

Ref.	Asset	Party responsible	P. S. I. M
1	Base office of Social Worker	School	
2	Base office furniture desk, filing system, furniture, free-standing shelving, heater	School	
3	Non-base office for Social Worker	School	
4	Non-base school office furniture desk, filing system, furniture, free-standing shelving, heater	School	
5	Laptop computer with case management records	Service provider	
6	Insurance – details of items insured and responsibility for these items	School Service provider	
7			
8			

## 14. Social Workers in Schools Service Support

The parties clarify the responsibility for procurement, supply, installation and maintenance of Social Worker in Schools service support and the payment and maintenance of this support. This responsibility is detailed in the table below. The parties add to this list as required.

<i>Key identifying specific responsibility of the party</i>	
Procurement	P
Supply	S
Installation	I
Maintenance	M

Ref.	Service support	Party responsible	P. S. I. M.
1	Promotion of the SWiS service for example using website, newsletters	School Service provider	
2	Referral system set up and maintained in each school	School Service provider	
3	Services such as cleaning, heat, light and water, security	School	
4	Supplies for office including books, stationery, whiteboards and pin boards		
5	Administrative support in each school including message taking	School	
6	Access to school facilities including photocopiers and fax, staffroom, recreation areas, kitchen and toilets	School	
7	Fixed line telephone in school	School	
8	Mobile telephone and payment of telephone calls	Service Provider	P M
9	Transport	Service Provider	P M
10	Internet access	Service provider	P I M

## 15. School and Service Provider Contacts

The parties identify a contact person in each school as a first point of contact for the social worker.

<b>Key cluster contacts</b>		
Name	Telephone	Role
[Service Provider]		
[Social Worker ]		
[School 1]		
[School 2]		
[School 3]		

## 16. Social Worker Availability

The cluster agrees on a weekly plan for social worker availability.

Day	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

## 17. Service Planning

*The parties decide on the annual plan for the service including school holiday activities for the social worker, special events, and social worker training and professional supervision; a plan for social worker absence; health and safety issues; and what to do if an emergency (natural disaster) occurs.*

### Annual plan: examples may include

- School holiday plans for social worker:
- Special events: for example school camps, celebrations
- Social worker training and supervision: for example the supervisor may visit the schools

### Referral process in each school:

### Back-up for social work service:

For example when the social worker is on training days or on leave

### Health and Safety issues:

For example knowledge of social worker whereabouts during out-of-school visits

### Emergency situation:

For example the plan for the social worker if he/she is not at the Service Provider base when an emergency or natural disaster occurs.

## 18. Prevention and Intervention Group Programmes

*The parties decide on plan for implementing group programme. Guidelines for assessment of needs, choice of programmes, and reporting are included in the SWiS Toolkit – Section 6 “Guidelines and Resources for SWiS Prevention and Intervention Group Programmes”.*

### Process for establishing programmes:

- Identification of needs in the school: e.g. information gathered by Social Worker during their work
- Development of resource proposal:
- Group Programme selection:
- Group Programme review:
- Group Programme reports: (template for report in “SWiS database”)

**Budget (invoices to be retained by provider):**

- Annual budget (Appendix B):
- Allocation to each of the schools in the cluster:

**19. Resolving Differences**

*The parties agree on a protocol for resolving differences which may arise amongst the parties during the implementation of this Partnering Agreement.*

**Resolution of differences – examples of two complaints matrix:** *Parties agree on which matrix to use or develop an alternative matrix.*

Complaints matrix			
Complaint about	Made by	First contact for resolution of difference	If no solution, first contact will discuss unresolved difference with
Social Worker	Client	School - Provider	
Social Worker	School	Provider	
School	Social Worker	Provider	School
School	Provider	Own disputes protocol	
Provider	School	Own disputes protocol	Child, Youth and Family

Complaint about	Made by	Procedure to use	Where to next?
Social Worker	Client	Provider	CYF Contract Specialist and/or Approval Staff
Social Worker	School	Provider	CYF Contract Specialist and/or Approval Staff
School	Client	School	BOT / MoE
School	Social Worker	School	BOT / MoE
Provider	School	Provider	CYF Contract Specialist and/or Approval Staff
School	Provider	School	CYF / MoE
School	School	School	BoT / MoE

**20. Review of issues for quarterly Report**

*The parties discuss points to be included in the service provider quarterly Report. The headings include: trends in social issues in the schools and community; gaps in service provision; school issues; group programmes; and the process of the cluster meetings.*

*The service provider records these points and includes them in the quarterly Report.*

**21. Review of this Partnering Agreement**

The parties agree to review this Partnering Agreement annually.

**22. Signatories**

Name \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
School representative as delegated by the Board of Trustees

Name \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
School representative as delegated by the Board of Trustees

Name \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
School representative as delegated by the Board of Trustees

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chief Executive Officer  
[provider name]

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Contract Specialist, Child, Youth and Family Services

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Representative, Ministry of Education

\_\_\_\_\_  
Designation, Representative, Ministry of Education

**Appendix A: Referral policy to Child, Youth and Family**

[name of school]

[name of school]

[name of school]

[name of school]

Appendix B: Group Programmes: Financial Report

SWiS Group Programmes Financial Report				
Provider name				
Allocation \$7,400.00 ex GST				
Cluster schools				
Programme details	Expense	Date	Cost	Total
Self Esteem 18 Students	Travel	20/05/2008	\$150.00	
	Confidence climbing	20/05/2008	\$180.00	
	Mystery Maze	20/05/2008	\$90.00	
	Food	20/05/2008	\$200.00	
				<b>\$620.00</b>
				<b>\$0.00</b>
				<b>\$0.00</b>
				<b>\$0.00</b>
				<b>\$0.00</b>
<b>Grand Total</b>				<b>\$620.00</b>
<b>7,400.00</b>				<b>\$6,780.00</b>