

Catholic Care Schools' Social Work

Partnership and Service Agreement

Catholic Care and (name of school) will work in partnership to develop a school's social work service. This agreement sets out the commitments and expectations required to enable the partnership to work.

Section 1: Employment, Management and Accountability

Catholic Care (Diocese of Leeds) will:

- Meet full employment costs of school's social work per annum or pro rata.
- Provide contract of employment, insurance, job description, line management, supervision, appraisal and training.
- Manage recruitment process to include equal opportunities, advertising, short listing, selection through interview, appointment and CRB checks.
- Induct appointed staff into the post, ethos, values, policies and procedures, health and safety, child protection policies of the specific service under Catholic Care. All children are worked with in partnership with the school. We do not accept referrals from outside agencies and only refer on to other services following an agreed protocol of consent. Catholic Care staff will liaise with the school link person regarding referrals to the service.
- Set out in consultation with the school specific outputs and outcomes for the service and establish quarterly monitoring

reviews of service. Work with the nominated school link person to identify areas for development and the implementation of new strategies, services and approaches.

- Will provide regular feedback to named school link person regarding work being undertaken.
- Provide quarterly and annual reports. Monitor against targets and services.
- Provide office base and accommodation for out of school hour's work.
- Review partnership agreement annually.
- Catholic Care will give 12 months' notice of intention to withdrawal from this agreement.

Name of School will:

- Contribute towards costs of school's social worker on a full time or pro rata basis with agreed payment schedule.
- Provide 'contact' meeting times with heads of year/pastoral staff to agree school specific strategies and key school roles and provide named 'link' person from your staff team and also named senior member of staff who will be overall responsible to reviewing the partnership.

Catholic Care (Diocese of Leeds)

11 North Grange Road

Headingley

Leeds LS6 2BR

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- Provide representation/contribute to short listing, interview panel selection process.
- Provide school policies and agree protocol for operating in school environment. Access to the service is via a referral system.
- Agree targets, outputs and outcomes from an agreed list of services.
- Review service achievement on a quarterly basis and regular feedback to named school link person regarding work being undertaken.
- Review quarterly and annual reports.
- Provide appropriate accommodation/ office space and meeting space for young people, with telephone and computer connection.
- Review partnership agreement annually.
- The school will give 12 months' notice of intention to withdraw from this agreement.

Section 2: Access to Services

Access to the service is via a referral system. All children are worked with in partnership with the school.

We do not accept referrals from outside agencies and only refer on to other services following an agreed protocol of consent.

An agreed number of pupils will be stipulated.

Section 3: Service Satisfaction, Grievance and Complaints

Service satisfaction, grievance and complaints are dealt with under both the school and Catholic Care's code of practice.

Catholic care operates an informal and formal complaints procedure. Where a complaint is registered against the service or staff of Catholic care this will be investigated under our procedures. Where there is different interpretation of policy or procedure the issue will be first brought to the attention of the respective named supervisory managers to agree a resolution.

This agreement will be reviewed initially after 6 months and thereafter annually on agreed dates.

Section 4: Child Protection

Catholic Care operates its own Children and Vulnerable Adults Protection Policy and procedures. These conform to national standards and there is close liaison with local authorities' education and social services departments. All allegations of child abuse follow strict procedures set out by the statutory authorities.

Catholic Care will conform to the child protection policies of the school.

Catholic Care takes child protection issues into account in the selection, vetting and supervision of all employees.

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Section 5: Finance

The service is financed through the resources of Catholic Care and purchased at a local level by primary and secondary schools within the Diocese of Leeds. Funding packages can be negotiated with individual schools or collectively between schools in localities.

The agreed cost of the service is £ per annum.

This represents the fully inclusive on-costs equivalent of a full time qualified social worker based on hours per week employment.

On-costs include pension, NIC, car and mileage allowance, insurance, supervision and management contribution.

Payment to Catholic Care will be in Instalment(s) of £ and payment will be within 30 days of receipt of an Invoice.

Declaration

I, on behalf of (Name of School) agree to the Partnership and Service Agreement set out above.

Signed: Date:

Name: Position:

Catholic Care (Diocese of Leeds)
 11 North Grange Road
 Headingley
 Leeds LS6 2BR
t 0113 388 5400
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e info@catholic-care.org.uk

I, on behalf of Catholic Care (Diocese of Leeds)(Name of School) agree to the Partnership and Service Agreement set out above.

Signed: Date:

Name: Position:



INVESTOR IN PEOPLE