

Life Education Centres Service Level Agreement



Purpose

This Service Level Agreement has been developed in order to ensure the effective use of the Life Education resources.

Working together through the agreement will enable both Life Education Educator and school staff to clarify:

- ★ details and range of provision
- ★ responsibilities of school and of Life Education staff

The agreement will be a useful tool for identifying best practice and planning appropriate support for the effective integration of our work within a school's existing PSHE provision.

INFORMATION & PRACTICAL DETAILS		
LIFE EDUCATION'S CONTRIBUTION	SCHOOL'S CONTRIBUTION	SPECIFIC DETAILS ARISING (Issues for school/when, who, what, etc.)
<p>Educator will provide:</p> <ul style="list-style-type: none"> ★ Details of session content including specific Learning Outcomes and activities ★ Dates and schedules for visit ★ A range of follow-up materials that can be used to help integrate the visit into the school's existing PSHE curriculum 	<p>School will provide:</p> <ul style="list-style-type: none"> ★ Details of classes 	
<p>Practicalities.</p> <p>Mobile Classroom</p> <p>Educator will liaise with contact person to ensure:</p> <ul style="list-style-type: none"> ★ Level site with access to two domestic power points ★ Appropriate access to the identified site ★ Security requirements for mobile classroom are checked <p>LifeBase Interactive</p> <p>Educator will liaise with contact person to identify:</p> <ul style="list-style-type: none"> ★ Appropriate site within school where LifeBase equipment can be set up. Key requirements of this space are: <ul style="list-style-type: none"> * Comfortable and with sufficient space to accommodate the particular class participating and the equipment * Capable of dimming the light (through use of curtains/blinds and accessible light switches) * Quiet, with no intrusive background noises, e.g. from kitchens, adjacent classrooms or as a result of space being used as a thoroughfare. In the event of the latter, it will be necessary to ensure that this is kept to a minimum for the duration of the session(s). * Parking close to the school entrance, so that equipment can be easily carried to and from the teaching area. 	<p>School will provide:</p> <p>Mobile Classroom</p> <ul style="list-style-type: none"> ★ Details of site available for positioning of mobile classroom ★ Access to 2 domestic power points ★ Appropriate information about pupils with special needs (e.g. wheelchair access) <p>LifeBase Interactive</p> <ul style="list-style-type: none"> * Appropriate teaching space where session(s) can take place (see requirements in previous column) * Teaching staff and other school personnel with information about the sessions that will help ensure that these are free from interruptions and intrusive noise. 	

PLANNING, REVIEW & STAFF DEVELOPMENT/TRAINING

LIFE EDUCATION'S CONTRIBUTION	SCHOOL'S CONTRIBUTION	SPECIFIC DETAILS ARISING (Issues for school/when, who, what, etc.)
<p>In advance of the visit, the Educator will provide:</p> <ul style="list-style-type: none"> ★ Support for the ongoing review and development of drug policy through either: <ul style="list-style-type: none"> ● Directly providing that support ● Identifying appropriate people who can provide the support ★ Copies of relevant and up-to-dates supporting documents which provide information and advice on Drug Education ★ INSET opportunities for staff, according to the needs of the school. The Educator will work with the school to determine the most appropriate content, from a range of options. 	<p>School will provide:</p> <ul style="list-style-type: none"> ★ Name of PSHCE co-ordinator and Governor ★ Copy of existing Drugs policy ★ Copy of existing PSHCE policy <p>Evidence of ability to integrate the visit through:</p> <ul style="list-style-type: none"> ★ A working PSHCE Policy ★ A scheme of work for PSHCE ★ Identifying training needs, if required ★ Provide an appropriate venue where training (if requested) can take place ★ Provide appropriate information about children with special educational needs and their particular requirements 	
<p>During the sessions:</p> <ul style="list-style-type: none"> ★ Educator will model positive teaching and behaviour management strategies which demonstrate recognised as good practice in the effective delivery of health and drug education. ★ Educator will take into account the requirements of children with special educational needs 	<ul style="list-style-type: none"> ★ School will ensure that class teacher is present during their class's programme ★ School will undertake to follow up, as deemed appropriate, any disclosures in accordance with their Safeguarding policy. 	
<ul style="list-style-type: none"> ★ Educator will provide evaluation forms, as appropriate, in order to modify and improve the service in the future 	<ul style="list-style-type: none"> ★ The school will complete evaluation forms and return them to the Educator at end of the visit 	
PARENTS & COMMUNITY		
<p>Opportunities will be provided for parents' sessions focusing on the Life Education visit. These sessions will aim to:</p> <ul style="list-style-type: none"> ★ Provide information about the programmes ★ Raise awareness of issues around effective health and drug education ★ Provide opportunities for parents to discuss concerns and identify other support agencies <p>The Educator will also discuss the availability of our additional Parental Involvement and Support programmes including Assembly Programmes and Parenting Courses.</p>	<p>School will:</p> <ul style="list-style-type: none"> ★ Agree with Life Education staff the scope of this session ★ Inform parents/carers of the details of this visit (date, time, venue, duration of session) ★ Encourage attendance in ways previously effective for the school 	
<ul style="list-style-type: none"> ★ Educator will suggest appropriate inter-agency representatives who may be interested in learning about the work of Life Education (e.g. School Nurse, Community Police, school governors) 	<ul style="list-style-type: none"> ★ School will seek to secure the attendance of visitors 	