

Checklist to Aid School Leadership in Programme/Event Decision-making

The purpose of the checklist is to assist school community leaders to assess whether or not a programme/event is fit for purpose in their school environment. It is expected that when all the criteria is assessed, school community leader/(s) will see a clear pattern/ omission of (✓). This will provide an indication about whether or not they should go ahead or not.

Name of organisation: _____

Contact person: _____ Phone and email _____

Address: _____

Length of time as service provider/contractor _____

Key areas:	Dimensions	Evident ✓
Programme Integrity	It is clear why the provider has chosen to approach our school about their service	
	The programme/event has been developed in line with international/national best practice in this area	
	There is compelling evidence that this programme/event can improve health, education and social outcomes/equity for our community, including references see Appendix 4	
	The programme/event is strengths-based and meets a need that has been identified by the whole school community	
Charter/plan	The programme/event outcomes align with the annual targets and plans in our school's charter	
Outcomes	The programme/event has clearly stated learning outcomes and curriculum links	
Funding	The programme/event is fully funded by a reputable New Zealand based organisation called.....	
	The cost associated with this programme/event, including follow-ups are clearly outlined and is comparable to other similar programmes/events. Costs are attached Appendix 1	
Reporting	The programme/event monitors, evaluates and reports on progress towards agreed outcomes	
Evidence	The programme/event gathers, analyses and evaluates reliable school community data to determine the impact	
Sustainability	The programme/event includes a plan for sustainability (including on-going costs and staff involvement)	
Staff	The programme/event is delivered by staff who meet best practice standards, have been Police vetted and have the experience and qualifications to engage with our community. See Appendix 2 for staff profiles template that include relevant qualifications/experience and on-going professional development.	
	The programme/event has in place selection and on-going professional development for staff that aligns with best practice standards.	
Engagement	The programme/event values the knowledge and experience that learners and their families bring from home	
	The programme/event ensures parents, families and whānau are well informed, confident, engaged and influential in decision-making	
Pedagogy	The programme is based on transformational learning opportunities (participatory, authentic and inquiry based learning) for the whole school community	
Health and safety	The programme records/logs incidences (fatality, near miss, injury, illness, property damage, behavioural problems). An example is attached	
	The programme/event has a risk and hazard identification, analysis and management process (eg, SAP, RAMS or other) which are attached	
	The programme/event decision-making and planning processes are done in collaboration with school leadership, students, staff and families/ whānau see Appendix 3	
Collaborative	There is compelling evidence that the programme builds effective partnerships and collaboration across health, education and social sectors in the school community	
School policies	The programme/event supports the school community in the development of school policies that reflect supportive processes, practices and environments conducive to learning and health/wellbeing	

Appendix 3: Agreement between school and health promotion/EOTC provider (organisation or individual)

This is an agreement between:

School _____
And _____
Provider _____

For the provision of the following services:

The provider will take all reasonable practicable steps to ensure the health and safety of the school students, staff and assistants attending this event (Health and Safety in Employment Act 1992, Section 1.1, 1.2.1, and 1.2.2).

Please tick all information you have attached

Provider responsibilities – provide the school with the following:

- How the expected learning outcomes of the activity/ies will be met.
- A description of the supervision structures, including experienced staff to student ratios required for each activity (that meet relevant best practice requirements).
- Student supervision policies that the school must comply with.
- Safety/risk management plans and SOPS, eg RAMS, SAP or similar for each activity.
- Staff profiles that include relevant qualifications/experience (see Appendix...).
- Details of facilities and equipment to be provided.
- A written quote for the and services or equipment to be provided.
- A learning environment that is safe for the students and meets the stated educational outcomes.
- A list of equipment and clothing required by students for the programme/activities.
- The preparation required by students to participate safely in the activities.

School Responsibilities – provide the provider with the following:

- The intended learning outcomes that are based on the achievement objectives in the relevant curriculum areas.
- Opportunity to be involved in planning, implementation and evaluation stages of event.
- Name and contact numbers of the liaison person for this programme/event.
- Adequate staff and supervisors to meet best practice requirements
- Details of facilities and equipment supplied by the school (if applicable).
- Health and behavioural profiles of the students involved in the event.
- Copy of student contract.
- Adequately prepared and equipped students (gear checked).
- Appropriate support for students with special needs.

The school or provider reserves the right to withdraw any or all participants from the event if safety is compromised.

Signed _____ (For school) Date _____

Name _____

Signed _____ (For provider) Date _____

Name _____

NB: The school requires that a male and female activity leader or assistant must be available at all times for overnight supervision or where students are using changing rooms (eg sports events or public swimming pools) if the event includes both male and female students. The school requires that a minimum of two activity leaders or approved assistants be on site at all times.

Appendix 4: Referees

Referees:

Please provide the names and contact details of two supporting referees that your organization has supplied health promotion/EOTC services to in the past.

Referee 1

Name: _____

Address: _____

Phone: _____

Referee 2

Name: _____

Address: _____

Phone: _____

The information supplied above is correct.

Signed: _____ Date: _____

Name: _____ Position: _____