



EOTC External Provider Agreement

This is an agreement between

School Name	External EOTC Provider
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It is agreed that the following services will be provided to the school by the EOTC Provider

Coaching/instruction/facilitation of Ākonga <input type="radio"/> Yes <input type="radio"/> No	Start Time	End Time
Supervision of Ākonga <input type="radio"/> Yes <input type="radio"/> No	Start time	End Time
Do the services provided include Adventure Activities? <input type="radio"/> Yes <input type="radio"/> No		

Other Services

Accommodation <input type="radio"/> Yes <input type="radio"/> No	Accommodation details
Facilities <input type="radio"/> Yes <input type="radio"/> No	Facility details
Transport <input type="radio"/> Yes <input type="radio"/> No	Transport details
Equipment <input type="radio"/> Yes <input type="radio"/> No	Equipment details

Duration of Services Provided

The above external provider services will start	Start Date d/m/y	Start Time (am/pm)
The above external provider services will end	End Date d/m/y	End Time (am/pm)

Payment

Total Cost of Services Provided	\$
Date on or before Provider will provide Invoice (d/m/y)	Invoice Date
The school will make payment on this invoice within [NUMBER OF DAYS] working days of receiving the invoice if the following conditions are met	
<ul style="list-style-type: none"> • Condition 1 - e.g. receipt of ākongā assessment where the school is using a provider to manage ākongā assessment for an outdoor programme • Condition 2 - 	<ul style="list-style-type: none"> • Condition 3 - • Condition 4 -

School is responsible for providing

<ol style="list-style-type: none"> 1. The intended learning outcomes that are based on the achievement objectives in the relevant learning area/s of the New Zealand Curriculum/Te Mātaiaho or Te Marautanga o Aotearoa 2. Opportunity for the provider to be involved in planning, implementation and evaluation stages of events 3. Name and 24 hour contact number of the liaison person for this event 4. Adequate staff / supervisors to meet the good practice requirements of the supervision structure that has been agreed with the provider 5. A copy of their Child Protection policy 6. Details of facilities / equipment supplied by the school (if applicable) 7. Confirmation that all ākongā have informed consent 8. Up-to-date health and additional support needs details for ākongā who will be involved in the activity 9. Individual plans for ākongā with disabilities, or those who require extra support to participate fully 10. Appropriate support for students who require it as agreed with the provider 11. Relevant Health information of staff accompanying ākongā 12. Statement indicating the expected behaviour of ākongā (School code) 13. Adequately prepared and equipped ākongā (gear checked) 14. Accommodation for provider personnel (where appropriate and agreed to with the provider) 15. Food for provider personnel (where appropriate and agreed to with the provider)
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Provider Responsibilities

<ol style="list-style-type: none"> 1. Indicate how the expected learning outcomes the school has identified will be met 2. Provide a learning environment that is safe for ākongā and meets the stated educational outcomes 3. Provide a summary of the agreed supervision structure for the event (including responsibilities for mealtimes and nights) 4. Indicate ākongā supervision requirements that the school must comply with 5. Only provide Adventure Activities (as defined by the Health and Safety at Work (Adventure Activities) Regulations, 2016) if they are registered to do so. 6. Provide registration details if they are providing Adventure Activities 7. If not providing Adventure activities, provide an overview of their safety management systems (this may include safety management plans, staff qualifications, training and currency, health and safety performance records)
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8. All staff that will be (or could be, in the case of an emergency for example) alone with ākongā have been safety checked according to the requirements for core workers as per the Children's (Requirements for Safety Checks of Children's Workers) Regulations, 2015. All other staff have been safety checked as per the requirements for non core workers
9. Provide a copy of their Child Protection policy
10. Ensure they are meeting the requirements of the Privacy Act when managing ākongā and staff information
11. Provide details of the equipment and/or clothing to be provided by the school/ākongā
12. Provide details of the facilities they are providing
13. Provide a detailed written quote for the personnel, equipment and services being provided
14. Provide details about the preparation required by ākongā to participate safely in the event
15. Provide details about how ākongā with additional needs will be included and supported to participate fully
16. Provide details for wet weather arrangements or other alternative arrangements
17. Ensure any transportation of ākongā and staff they are providing complies with current legislation
18. Ensure that all personal protective equipment is fit for purpose and used as required
19. Ensure that any change to the personnel after confirmation of this agreement is made with good reason and that the replacements are of equal professional capability
20. A record of all incidents is kept and communicated with the school
21. Ensure any notifiable event is communicated immediately to the school contact person and to the relevant agencies, including WorkSafe New Zealand and the Police
22. Provide the names of referees on request

Provider Declaration

<p>Please tick to indicate agreement</p> <ul style="list-style-type: none"> • We declare that we have read and understood this 'Contract for Service' • We declare that we will meet all our responsibilities as specified in this agreement • We declare all of our staff have been successfully safety checked and inducted in line with our Child Protection policy • We agree there is no place for alcohol or illegal substances on any school event • We declare we will comply with the requirements of the Privacy Act when managing ākongā and staff information 	<ul style="list-style-type: none"> • We permit school staff to halt any activity they deem unsafe. • We declare that the role allocated to us in this agreement is within our experience and expertise • We agree to take all reasonable practicable steps to ensure the health and safety of ākongā and staff participating in the event (Health and Safety at Work Act, 2015 including any subsequent amendments and regulations such as the Adventure Activities Regulations, 2016) • We agree that we will supervise ākongā as per the supervision structure agreed to with the school
<p>Adventure Activity Operators</p> <ul style="list-style-type: none"> • We are registered on the Register of Adventure Activity operators • Adventure Activity Registration is not applicable for this event 	<p>Adventure Activity Registration Expiration date (d/m/y)</p>

School & Provider Joint Responsibilities

The School and Provider have had robust discussions and documented how they will work together (below or attached), including at the minimum:

- A clear, articulated agreement on how the individual organisations' Safety Management Systems will work together, how they will be implemented, and where and when each organisation has the primary responsibility for ākongā.
- A clear, articulated agreement on how ākongā with diverse needs will be supervised and supported to participate fully.
- The supervision structure for the event (including events on the school site). This information will cover who is supervising ākongā at mealtimes, overnight and any other times where supervision may be unclear.
- The roles and responsibilities of all staff involved, including who is the Person in charge and what individual staff and volunteers have responsibility for.
- Emergency processes and who is responsible for what in each scenario.

Agreement Signatures

School Representative Name	School Representative Signature
School Representative Name	School Representative Name
Date Signed	Date Signed