

**Service Agreement**

This agreement outlines the expectations of all parties involved in support provided for pupils

***Expectations of the Service***

The Service will:

* Meet with appropriate staff to gather background information, including assessment data, professional reports and attendance figures.
* Do the Boxall Profile with the class teacher before support begins and again when the support ends.
* Attending CP and Families First Meetings, if deemed necessary.
* Establish and maintain effective communication with the school.
* Ensure that CP issues are reported immediately to the school’s DSP
* Offer INSET and advice to staff.
* All HPBSS staff have DBS clearance.
* Work within the school’s ethos and code of conduct.
* The Behaviour Support Worker will contact the school when unavailable on the day.
* Provide appropriate copies of paperwork.
* Provide weekly feedback to headteachers about progress the child is making.
* Provide reports, e.g.’ for EHCP as appropriate

***Expectations of the School***

The Head Teacher/SENCO will ensure that:

* A member of staff supports the Behaviour Support Worker for all sessions.
* Provide work for the child when requested that is well matched to the needs of the child.
* A Pastoral Support Plan is in place.
* A Safety Support Plan in place for any child who displays aggressive behaviour.
* They fully implement advice provided by the Behaviour Support Worker.
* Provide the Service with timetables and planning where appropriate.
* An appropriate working environment is provided at the times agreed for 1:1 support or in the classroom setting.
* Informs the Service of any changed to the timetable that will impact on planned support sessions.
* Enable school staff to attend reviews.
* Will make appropriate school staff available for training.
* Will provide HPBSS staff with a copy of the school’s behaviour policy.
* Will facilitate effective communication with HPBSS staff.
* Will complete an evaluation at the end of the support to aid the development of the service.

***Expectations of Parent***

Parents will:

* Demonstrate to all professionals that they are working hard to improve their child’s behaviour for example by giving the child clear expectations and ensuring that these are enforced.
* Always speak positively about the school; other children and all professionals in front of their child.
* Not discuss any matters relating to the education of their child on any social media.
* Attend meetings about their child and support any agreed programmes of support.
* Share any relevant information that may affect their child’s access to learning
* Work in partnership (in a respectful manner) with the service and the school to put their childs’ needs at the centre of the process.
* Ensure that their child attends school and arrives on time and ready to learn.
* Agree that their child will follow all school rules.
* Take responsibility as a parent when their child has made a mistake.

***Expectations of the Pupil***

Pupils will:

* Attend school every day and arrive on time.
* Complete the tasks provided by the Behaviour Support Worker.
* Follow school rules.
* Follow all adult instructions.
* Acknowledge mistakes and apologise for them.

Signed……………………………………………………………………………………. (HBSS) Date……………………

Signed……………………………………………………………………………………. (School) Date……………………

Signed……………………………………………………………………………………. (Parent/Carer) Date……………………

Signed……………………………………………………………………………………. (Pupil) Date……………………