

Evolve Enterprise
The George Howard Centre
Lickers Lane
Whiston
L35 3SR

Service Level Agreement
Between
EVOLVE ENTERPRISE
And
School

Description:

Evolve Enterprise is an Alternative Education Provision which aims to provide short term time limited placements to pupils who, for a variety of reasons and needs, have difficulties in accessing their mainstream School. We are not a school and our target is always to enable students to return to school or the most suitable education provision for their needs.

Evolve Enterprise will provide wellbeing and nurturing support interventions (mindfulness, yoga, learning through play and art) using fully qualified and enhanced DBS checked staff. Evolve Enterprise carries out enhanced DBS checks on all staff and volunteers. Information will be shared with placing schools staff upon request and as appropriate.

All learners will gain valuable skills and techniques that will enable them to have the opportunity to develop further social, emotional and wellbeing skills.

Pupils placed at Evolve Enterprise will be in Key Stage 2 (Primary Provision) or Key Stage 3/4 (Secondary Provision). Placements will normally be based on chronological age basis but, in discussion and agreement with the placing school may be placed on programmes dependant on their needs and abilities.

1. **Working hours:** Programmes and Teaching will be delivered between 10.00 am and 2.00 pm inclusive of a 30 minute lunch break. Pupils who arrive late or leave the site for longer than agreed will be required to give a valid explanation. School and Parents/ Carers will be informed of all late attendances, missing episodes and absences immediately.

2. **Transport:** Where possible we encourage parents/ carers to support their children to attend school/ provision either by transporting them or by providing an alternative (Bike or Public Transport). It is the responsibility of the pupils home school to ensure that transport to Evolve is arranged and provided.

3. **Key Worker:** Evolve Enterprise will provide contact details of the pupils named key worker who will be responsible for the pupil attending and their progress at the placement. School will provide the name and details of a key worker also who will liaise directly with Evolve Enterprise.

4. **Safeguarding:** Evolve Enterprise's designated Safeguarding Officer is **Russ Greenop**- All safeguarding or child protection concerns should be reported directly to him. Evolve Enterprise will provide copies of all safeguarding policies including Child Protection and Health and Safety; other policies will be supplied on request. We will provide schools with a complete list of all staff, and

adults using the centre, who have contact with pupils along with their enhanced DBS numbers and issue dates.

5. Confidentiality/ GDPR: Evolve Enterprise will store pupil's details and personal data (electronic or hard copies) securely, either in locked cabinets or with password protection, and will ensure they will not be shared with any unauthorised persons. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances.

6. Supervision: Pupils will be supervised at all times including lunch and break times. Pupils may, where appropriate, go off site but they will be given clear guidance on where to go and for how long. This will be agreed in discussion with both the placing school and parents/ carers.

7. Absconding: Pupil's home school and parents will be informed immediately if the pupil leaves the site without permission.

8. Incidents/ Suspensions/ Exclusions: All incidents will be reported to the home school at the earliest opportunity. A written incident form will be completed and forwarded to school within 24 hours. Any actions and consequences will be discussed with school before the pupil and parents/ carers are informed.

9. Attendance: Evolve Enterprise will keep a daily register; attendance will be reported to schools on a daily basis. Schools will take responsibility for monitoring and recording attendance through their own internal systems.

If school chooses to end a placement due to non attendance a 5 day notice fee will be charged.

10. Meetings and Reports: Evolve Enterprise will complete progress reports at the end of each half term which will be provided to the pupil, parents/ carers and school.

Evolve Enterprise welcomes support, advice and visits from schools, parents and all professions working with an individual pupil. The placing school can attend the provision without notice to meet with the pupil, review their work or discuss issues with Evolve staff- where possible we would ask other professionals to make appointments.

11. Payment: Evolve Enterprise will invoice on a weekly basis (unless alternative arrangements are agreed at the point of placement) and, as a small business that needs to manage cash flow, ask that all schools/ commissioners adhere to our payment terms (usually 14 days from invoice) we will charge for all days that pupils are absent or excluded either by school or Evolve.

Where, following a period of placement of no more than 6 weeks, and in discussion and agreement with the placing school, it is considered a pupils needs are such that additional resources are required to meet them charges are subject to change/ increase.

If a planned move is agreed with the consent of all parties' payment will cease on the agreed leaving date. If no notice is received or Evolve Enterprise inform school that a placement is to be ended immediately due to health and safety reasons school will pay a 5 day notice fee.

13. Information: School will provide a completed referral form and emergency contact form for each pupil which will contain all relevant information on the pupil. This will include contact details, health issues, risk assessment and learning styles.

I agree to all the terms and conditions listed in this Service Level Agreement on behalf of;

Evolve Enterprise Signature:..... Date:

Placing School Signature: Date: