

Provision of Services by External Regulated Health Professionals, Social Service Professionals and Paraprofessionals Administrative Procedure

Status:	Active
Effective:	March 2010
Revision Date:	March 2025
Review Date:	March 2029
Responsibility:	Superintendent of Education Special Education and Student Well-Being

Intended Purpose

The Halton District School Board supports collaborative relationships that are consistent with the Multi-Year Strategic Plan and existing policies and procedures. Service agreements are recognized as mutually beneficial and supportive arrangements between a school and an external mental health, physical health or social service agency. Collaborative relationships are most effective when developed in a collaborative and coordinated effort between the school staff, Professional Services staff and community providers. The intent of these collaborative relationships is to enhance or expand opportunities for student success and student well-being.

Definitions

1. External Agency: An organization, external to the school board, that employs regulated health professionals, regulated social services professionals and/or paraprofessionals.
2. HDSB Staff: School board-employed Professional Services Staff and/or paraprofessionals that are represented by a bargaining unit recognized under the Labour Relations Act.
3. Professional Services Staff and Paraprofessionals
 - a. Audiologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
 - b. Speech-Language Pathologists, as defined by the Audiology and Speech-Language Pathology Act, 1991
 - c. Occupational Therapists, as defined by the Occupational Therapy Act, 1991
 - d. Physiotherapists, as defined by the Physiotherapy Act, 1991
 - e. Psychologists and Psychological Associates, as defined by the Psychology Act, 1991

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- f. Social Workers, as defined by the Social Work and Social Service Act, 1998
 - g. Behaviour Analysts, as defined by the Psychology and Applied Behaviour Analysis Act, 2021
 - h. Paraprofessionals are defined as individuals with relevant post-secondary or on the job training, e.g., Child and Youth Counselors, Occupational Therapy Assistants or Physiotherapy Assistants, and Communication Disorder Assistants
 - i. Other required professionals and/or paraprofessionals who are deemed by the school board to be essential for the delivery of programs and services for students with special education and/or mental health needs
 - j. Any future regulated categories will be covered by this administrative procedure
4. Professional Services Agreement: A formal, written document which outlines the terms and conditions of an external service agreement that is signed prior to the implementation of the proposed activities of the external agency.

Procedures

- 1. The HDSB will convene an External Agency Partnership Committee a minimum of three times per school year to review Professional Service Agreements, both current and proposed. This committee will be chaired by the Superintendent of Education, Student Well-Being, or designate, and will consist of Managers of Professional Services, three members of PSSP and at least one school administrator (elementary or secondary).
- 2. The committee will review all submissions for Professional Service Agreements, as well as any arrangements currently in place that are not in compliance with this administrative procedure.
- 3. Criteria for approval of Professional Service Agreements:
 - Enhancements and supplemental services to improve the quality and effectiveness of education for students;
 - Interventions that involve groups of students, classroom programs or school-wide initiatives, in areas that could not be provided for by HDSB Professional Services staff.
 - Not a duplication or replacement of services provided by HDSB Professional Services staff and/or paraprofessional staff;
 - Not in violation of collective agreements.

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- Ability to provide space, equipment or other resources of the external agency without infringing on the ability of board-employed staff to complete their duties.
4. Examples of services that DO require approval by the HDSB External Agency Partnership Committee:
- direct services to students offered in the school by agency personnel, during the school/work day (including nutrition breaks), that are considered to be counselling or clinical/therapeutic in nature;
 - direct services to students offered in the school by agency personnel, during the school/work day (including nutrition breaks), that is not directly supporting curriculum and is a duplication of service provided by board PSSP staff (e.g. individual, small group or whole class sessions that constitute; psycho-educational sessions, clinical services, counselling, or therapy, etc),
 - counselling services provided by agency personnel to individual students and/or identified/selected students or groups of students;
 - clinical services/consultations provided or offered to individual students and/or identified/selected students or groups of students from external agency personnel;
 - counselling services provided to groups of students by paraprofessional staff as a result of a specific incident (i.e., safe school incident);
5. Examples of applications that would NOT be approved include:
- one time guest speaker or series of workshops by guest speaker(s) that support the Ontario curriculum and are educational in nature (i.e., not counselling) do not require Committee approval;
 - direct services to students offered in the school by external agency personnel, during the school/work day (including lunch/nutrition breaks) that are not directly supporting curriculum and are a duplication of service offered by HDSB Professional Services staff (e.g., individual, small group or whole class sessions that constitute psycho-educational sessions, counselling, or therapy.);
 - Privately paid professionals as per [Privately Purchased Services Administrative Procedure](#);
 - those that violate the PSSP collective agreement;
 - external agency personnel conducting focus group sessions with youth (this requires an application to the HDSB Research Advisory Committee).

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6. HDSB staff presence is required and mutually beneficial, as it will assist community practitioners in the delivery of the program and will increase board staff's capacity in delivering support.
7. External agencies wishing to collaborate with the school board may submit an application ([Appendix A](#)). The request will be reviewed by the HDSB External Agency Partnership Committee.
8. Approval by the Committee must be obtained prior to any service delivery. Renewal of a service agreement will be completed on an annual basis by submitting in writing updated information, provided that the service is consistent with the original request and there continues to be a need for the service within the school board. External agencies wishing to amend (including adding additional services) the agreement will provide information in writing and this information will be presented to the Committee for approval.
9. Upon approval of the proposed service by the Committee, a service agreement will be signed by all parties. Copies will be held by the agency and the HDSB External Agency Partnership Committee.

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Cross-Reference:

Legislation

Ministry Policy & Program Memoranda

PPM 149 - Protocol for partnerships with external agencies for provision of services by regulated health professionals, regulated social service professionals, and paraprofessionals

PPM 169 - Student Mental Health

Board Policies, Procedures & Protocols

PSSP Collective Agreement

Privately Purchased Services Administrative Procedure

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Revision History

- March 2025 - minor revisions
- November 2020 - minor revisions
- November 2019 - minor revisions
- January 2017 - minor revisions