



Rationale

Island Catholic Schools (ICS) value the strong partnerships that exist with outside agencies. Working together to provide continuity of service and the best support possible for our students is important for the well-being and holistic success of our students. To support positive collaboration, this protocol has been established to clarify the roles and responsibilities of each party when working with individual students in a school setting.

Objectives:

- To clarify roles and responsibilities of outside agencies when working within Island Catholic Schools
- To establish parameters under which outside agencies may provide service to students within Island Catholic Schools
- To reduce barriers to resource access for students and families within Island Catholic Schools

Policy

Parent/Guardian approval is required for outside agencies to provide service in the school setting.

Outside agencies that have been pre-approved by the *Superintendent and/or designate* to work within our schools may provide direct service to students within our schools under the following regulation.

Regulation

1. Outside agencies must be pre- approved by the *Superintendent and/or designate of Island Catholic Schools* to provide direct service within our schools.
2. *School Principals* are responsible for approving the involvement of employees or individual members of pre-approved outside agencies prior to service commencement within the school setting. The School Principal is responsible for maintaining records of approved agency representatives and ensuring qualifications to provide service is in order
3. All members of outside agencies working within the school setting must possess a current criminal record check (including vulnerable sector check) as per Ministry of Education requirements.
4. Parent/Guardian consent for services to be provided to their child during the school day, and on the school site has been received for all registered students, regardless of legal age.



5. Outside agency consultants/clinicians and support staff are not ICS employees. They remain employees of their respective agencies and are supervised through their organizations.
6. Consultants/Clinicians may access student records only by permission of the Parent/Guardian consistent with the ICS Personal Information Protection Act Policy (Policy #319).
7. Service may be provided within the school setting if the school can physically accommodate such a service. Priority for space is at the discretion of the Principal.
8. Outside agencies are welcomed and encouraged to attend IEP meetings for the purpose of sharing information, providing feedback regarding student goals and discussing recommendations. The IEP development and student programming is the responsibility of the inclusive education department and the school.
9. Dual agency clause – Employees of ICS will not provide private paid service (in or outside of the school setting) to students whom they are supporting in the school.

Reference:	Approved
	Date Approved: March 2017
Cross-reference: PIPA 319	Date(s) Revised: November 12, 2025