

Service Agreement

between:

Whole Child Therapy Limited (WCT)


164a Lee High Road, Lewisham, London, SE13 5PL

Greenvale School

Waters Road, SE6 1UF

effective from **01st September 2021**

and signed:

Signature 

Name Nerys Hughes

Position Director

Date 25/Aug/2021

WCT

Signature _____

Name _____

Position _____

Date _____

Client



Registered company: 9241474



British Association
Of Occupational
Therapists

Service Agreement

DEFINITIONS

1.1. In these Standard Terms:

Confidential Information means all non-public information disclosed by or on behalf of one party to the other, directly or indirectly, at any time;

Normal Working Hours means 7.5 hrs Monday to Friday, excluding public holidays; (term time unless otherwise specified)

Permitted Recipient means the Client and any of the Client's employees, contractors, agents, professional advisers and students; and parents

Service Beneficiary means either an individual beneficiary of the Services, such as a child, student or young person, or an organisation or entity, such as a school, or parent;

Services means the specialist therapy and support services to support access to education for children provided by WCT and set out in the Schedule of Services to this Agreement;

Term means the period starting on the Effective Date and ending in accordance with clause 8 (Term and Termination); and

WCT Staff means employees of WCT, and any contractors and other staff engaged by WCT to perform any Services.

1.2. In this Agreement:

- a) headings are used for convenience only and shall not affect its interpretation;
- b) references to persons include incorporated and

unincorporated persons; references to the singular include the plural and vice versa; and references to gender include all genders;

- c) references to clauses and schedules mean clauses of, and schedules to, this Agreement.

2. THE SERVICES

- 2.1. The parties agree the scope of Services set out in the Schedule.
- 2.2. The parties may agree changes to the Schedule either weekly, termly or annually, as set out in the Schedule.
- 2.3. The Client may also request additional time and scope of Services from time to time. WCT may provide such Services subject to agreement and availability.
- 2.4. The parties will use their reasonable endeavours to:
 - a) provide and receive the Services during Normal Working Hours, including all planning, research, administration, report writing and record keeping;
 - b) maximise Services time spent in direct contact with Service Beneficiaries and related staff and family members.

3. WCT OBLIGATIONS

- 3.1. WCT will:
 - a) work with the Client to identify, plan and agree the most effective use of the Services to meet the Client's stated goals;

- b) provide the Services to the Client on the days and the hours agreed in the Schedule;
- c) perform the Services faithfully and diligently, using WCT Staff who are appropriately qualified and trained;
- d) obey all lawful and reasonable directions of the Client in relation to the provision of the Services;
- e) regularly consult the Client in relation to each Service Beneficiary's needs within the context of the Services;
- f) give the Client the information, explanation and assistance it reasonably requires to receive the Services;
- g) Inform the Client of any preparatory periods applicable to Services, including bespoke training of WCT Staff;
- h) keep detailed records of all acts and things it does for the Services and will use the record keeping tools provided or prescribed by the Client;
- i) provide the Client with copies of such records, as updated during the term of the Services, as reasonably required.

3.2. WCT Staff will:

- a) travel within the UK to provide the Services, as reasonably notified by the Client and agreed by WCT in advance;
- b) arrive punctually for planned visits;

- c) provide reasonable warning of unavoidable delays caused by travel.

3.3. WCT will not act or behave in any way that could reasonably prejudice the interests of any Permitted Recipient.

3.4. WCT undertakes that it:

- a) Is skilled, experienced and qualified to provide the Services;
- b) will take all reasonable steps to ensure the Services are completed to a professional standard at least that of a competent consultant in their industry;
- c) will perform the Services in accordance with all laws, statutes, regulations and directives, including ensuring that the Services comply with required standards of proficiency, conduct, performance, ethics and continuous professional development required by the Health and Care Professionals Council (HCPC), available at www.hcpc-uk.org (as such URL and content may be updated from time to time); and
- d) will not knowingly infringe the rights of any third party.

4. CLIENT OBLIGATIONS

4.1. The Client will:

- a) give WCT access to the Client's premises, staff, information, records, materials and equipment as reasonably

required for WCT to provide the Services;

- b) advise WCT of the rules, regulations and procedures which apply to WCT Staff at the Client's premises and otherwise in relation to the Services;
- c) nominate and identify a member of its staff as the contact person for WCT in relation to liaising for, planning and managing the Services.

4.2. **WCT Staff.** The Client will not directly or indirectly, for itself or with or on behalf of anyone else, during the Term and for the 6 months immediately following any termination of this Agreement:

- a) induce, solicit, entice or procure any person who is WCT Staff on the Termination Date to leave such employment; or
- b) accept into employment or otherwise engage or use the services of any person who either (I) is a WCT Employee on the Termination Date, or (II) has been a Company Employee in any part of the 3 months immediately before the Termination Date.

5. FEES

- 5.1. WCT will invoice the Client and the Client will pay WCT the Fees for the Services in the amount and on the payment terms set out in the Schedule.
- 5.2. The Client will pay each such valid invoice within 30 days following receipt by bank transfer to the account nominated in writing by WCT.

5.3. The Client will not be responsible or liable for any National Insurance, social security or any other payments, costs or taxes associated directly or indirectly with WCT's performance of the Services.

5.4. Travel and any other Company business related expenses shall be paid in line with the Client's Travel and Expense Policy, as notified to WCT from time to time. The Client shall not be liable for any other disbursements, expenses or costs associated with WCT's performance of the Services unless agreed in writing between the Parties.

6. CONFIDENTIAL INFORMATION

6.1. In consideration of the disclosure of the Confidential Information WCT agrees, during the term of this Agreement and following its termination:

- a) to only use the Confidential Information to such extent as is strictly necessary to perform the Services;
- b) to keep the Confidential Information at all times confidential and not to disclose the Confidential Information and to exercise with the highest degree of care and discretion with the Confidential Information;
- c) to only make copies or reproductions of the Confidential Information as is strictly necessary to perform the Services and to keep all Confidential Information (including any and all copies, images, documents, computer files or other materials incorporating or referring to any of the Confidential Information)

in a secure place; to make reasonable effort to keep the Confidential Information separate from all other documents and materials.

- 6.2. WCT may only disclose the Confidential Information to Permitted Recipients with the prior written consent of the Client where it is strictly necessary to perform the Services and to ensure that all Permitted Recipients will comply with the confidentiality obligations in this Agreement.
- 6.3. The obligations set out in this clause shall not apply to any Confidential Information that:
- a) was at the time of this Agreement or has subsequently come into the public domain other than as a result of a breach of this Agreement;
 - b) has been lawfully received from a third party without restriction on its use or disclosure; or
 - c) was communicated in response to an order by a court or other governmental body or was otherwise required by law.
- 6.4. WCT will promptly (and in any event within 60 days of receipt of a written request from the Client) return to the Client the Confidential Information (including for the avoidance of doubt all documents, copies or other materials that incorporate or refer to the Confidential Information), or if specifically requested by the Client, destroy the same and certify to the Client in writing that this has been done.

7. DATA PROTECTION

- 7.1. In relation to personal data of any Service Beneficiary processed under this Agreement (**Personal Data**), the Client is the data controller and WCT is the data processor.
- 7.2. WCT will only process Personal Data for the purposes of providing the Services, as set out in the Data Protection Schedule to this Agreement.

8. INTELLECTUAL PROPERTY RIGHTS

- 8.1. In this Agreement **Intellectual Property Rights** means all rights in and to any copyright, moral rights, computer software, patents, trade marks, designs, databases, domain names, trade and business names, trade secrets, knowhow, drawings, inventions and other information, all associated goodwill, unfair competition rights and rights to sue for passing off and past infringement, in each case whether registered or unregistered and whether arising automatically at law or further to any statutory procedure.
- 8.2. All Intellectual Property Rights arising from the Services belong to WCT.

9. TERM & TERMINATION

- 9.1. WCT shall begin to provide the Services on the Effective Date, or any later date the parties agree, and shall continue to provide the Services until the earlier of the agreed end date of the Services, as set out in the Schedule, or until this Agreement is terminated in accordance with its terms.

9.2. Either Party may terminate this Agreement immediately by notice in writing to the other if the other:

- a) commits a material breach of this Agreement which is not capable of remedy (or, in the case of a material breach capable of remedy, the other shall not have remedied such breach within 30 days of receipt of a notice from the innocent party identifying the breach and requiring its remedy);
- b) has a procedure commenced with a view to the winding up or re-organisation of its business (other than for the purpose of a solvent amalgamation or reconstruction), has an administrator appointed or is declared bankrupt, ceases or threatens to cease its business and/or is unable to pay its debts as they fall due.

9.3. The parties shall terminate this Agreement when the Services have been completed.

10. STATUS AND TAX LIABILITY

10.1. WCT will perform their duties and responsibilities under this Agreement as an independent consultant and will never act or consider themselves as an employee, agent or manager of the Client. Nothing in this Agreement shall be taken or interpreted as creating partnership or joint venture between the parties.

11. FORCE MAJEURE

11.1. A Party will not be liable to the other or be deemed to be in breach of this Agreement for reason of any delay in performance or failure to perform any of its obligations under this

Agreement if and to the extent that the delay or failure was caused by an event beyond that Party's reasonable control, including strikes, lockout or other industrial action, act of god, war or threat of war, accidental or malicious damage, network failure, power cut, prohibition or intervention by any government or competent regulatory authority (a Force Majeure Event).

11.2. Any Party wishing to claim a Force Majeure Event applies to it must immediately notify the other Party of the relevant circumstances. If a Force Majeure Event continues or delays or prevents the performance of a material obligation for a continuous period of at least 30 days the Party may immediately terminate this Agreement by written notice to the other Party.

12. GENERAL

12.1. Both Parties undertake that they are entitled to enter this Agreement and to perform their obligations herein. Neither Party makes any warranty, undertaking or representation about the validity, completeness or accuracy of its Confidential Information.

12.2. The Client acknowledges that WCT may currently or in the future be developing information internally, or receiving information from other parties that is similar to the Confidential Information. Accordingly, nothing in this Agreement will be construed as a representation or agreement that WCT will not develop or discuss with third parties products, concepts, business plans, systems, techniques, intellectual property rights or

- otherwise that are similar to or compete with the Confidential Information, provided that WCT does not breach any of its obligations under this Agreement in connection with such development.
- 12.3. No right or licence is granted by either Party to the other in relation to its confidential Information except as is strictly required to perform the Services.
- 12.4. Both Parties acknowledge that damages would not be an adequate remedy for a breach of this Agreement and that either Party is entitled to the remedy for a threatened or actual breach of this Agreement.
- 12.5. This Agreement may be executed in two counterparts each of which when executed and delivered is an original, which taken together shall constitute the same agreement.
- 12.6. Neither Party can assign, transfer, sub-contract, sub-licence or otherwise dispose of the benefit or the burden of this Agreement.
- 12.7. This Agreement, together with any documents referred to in it, constitutes the whole agreement between the Parties to its subject matter and supersedes and extinguishes any prior drafts of agreements relating to such subject matter.
- 12.8. No variation of this Agreement is effective unless made in writing and signed by each of the Parties.
- 12.9. If any provision or part of a provision of this Agreement is found by any authority or court of competent jurisdiction to be invalid or unenforceable, it shall not affect the validity and enforceability of other provisions of this Agreement.
- 12.10. No breach by any Party of any provision of this Agreement shall be discharged except with the express written consent of the other Parties.
- 12.11. The Parties do not intend that any term of this Agreement shall be enforceable solely by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a Party to this Agreement.
- 12.12. This Agreement shall be binding on and for the benefit of each Party's successors in title. No Party may assign, or otherwise dispose of all or any part of its rights or benefits under this Agreement save in accordance with this Agreement.
- 12.13. **Notices.** Notices under this Agreement shall not be valid unless in writing (which may be by email) and sent to a Party at its address set out below and marked and for the attention of the relevant person set out below:
- Notices to WCT:
- Ms Nerys Hughes**
Clinical Director
nerys.hughes@wholechildtherapy.com
020 3441 6810
- Notices to the Client:
- Mrs Lynne Haines**
Headteacher
020 8465 0740
- and/or
- Aaron Collins**
Assistant Headteacher
a.collins@greenvale.lewisham.sch.uk

- 12.14. A Party may change its notice details by serving notice on the other Parties of the change in accordance with this clause.
- 12.15. **Costs and Expenses.** Except as otherwise stated in this Agreement, each Party will pay its own costs and expenses in relation to the negotiation, preparation, execution and carrying into effect of this Agreement and all documents ancillary to it.
- 12.16. **Governing Law and Jurisdiction.** This Agreement shall be governed by

and construed in accordance with English law and the Parties hereby irrevocably submit to the non-exclusive jurisdiction of the English Courts as regards any claim or matter arising in relation to this Agreement.

Data Protection Schedule

In this Data Protection Schedule:

Data means the personal data acquired by, transferred to, or otherwise processed by WCT in connection with the Agreement relating to Service Beneficiaries, employees, contractors, or affiliates of the Client, or to any third party with whom the Client has, or may develop, a commercial relationship;

GDPR means the European General Data Protection Regulation, being Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to processing of personal data and on the free movement of such data, as updated, amended or replaced from time to time; and

Services means the services set out in the Agreement.

Subject Matter and Duration of Processing

The Services provided by WCT to the Client for and on behalf of Service Beneficiaries. Processing is anticipated to not exceed the duration of the Services.

Nature and Purpose of Processing

The Data transferred will be subject to the basic processing activities by WCT as reasonably necessary to provide the Services. These are likely to include, but may not be limited to, obtaining, recording, receiving, accessing, storing, retrieving, analysing and using Data by various methods, as required to provide the Services, including for therapy needs assessments, therapy planning, 1:1 therapy, group therapy, family consultation and intervention, multi-disciplinary meetings, EHCP application support, reports, staff training and coaching, communications and health and safety.

Data Subjects

Data subjects include, but are not limited to, Service Beneficiaries, the Client's employees and staff, including any staff of third parties with whom the Client has, or may develop, a commercial or professional relationship.

Categories of Data

Categories of Data may include, but are not limited to, contact details (including names, postal addresses, email address and telephone numbers), date of birth, country, gender, medical records and such other data that may be transferred in relation to the provision of the Services.

Obligations and Rights of the Data Controller

The Client will:

1. be liable for its own compliance with GDPR as data controller in relation to the Services;

2. instruct WCT to process Data only on the Client's behalf and in accordance with GDPR;
3. ensure that Data Subjects provide informed consent for the processing of their Data in relation to the Services; and
4. inform WCT without undue delay of any notice received by it from or on behalf of a Data Subject exercising their rights under GDPR, and provide a copy to WCT of such notice and any additional information reasonably needed by WCT to support the Client's obligations in relation to such notice.

Data Protection Terms

WCT will:

1. act only on the written instructions of the Client to process Data in order to deliver the Services and perform its obligations under the Agreement;
2. promptly inform the Client if it cannot comply with such instructions;
3. not disclose Data to any person other than as necessary to WCT Staff to perform its obligations under the Agreement;
4. ensure that such WCT Staff are subject to a duty of confidence;
5. take appropriate technical and organisational measures to ensure the security of Data processing against unauthorised or unlawful processing, and to evaluate at regular intervals the adequacy of such measures, amending them as necessary;
6. keep records of its Data processing activities as required by GDPR;
7. only engage sub-contractors with the prior written consent of the Client and on written terms that impose the same obligations on such sub-contractors as are imposed on WCT as data processor to the Client as data controller;
8. cooperate with GDPR supervisory authorities (including the Information Commissioner) as required in relation to Data;
9. assist the Client, subject to reasonable additional compensation, with the Client's GDPR obligations, including to allow Data Subjects to exercise their rights under GDPR and to demonstrate its compliance with GDPR;
10. notify the Client as soon as possible of any Data breaches it becomes aware of;
11. not transfer Data to a country outside the European Economic Area without the prior written consent of the Client;
12. delete or return all Data to the Client as requested by the Client at the end of the Agreement; and
13. at the cost of the Client, submit to reasonable audits and inspections as required to provide the Client with the information needed to ensure GDPR compliance.

Nothing in this Agreement relieves WCT of its own direct responsibilities and liabilities under Data Protection Laws.

Services Definitions

School Screening	Therapy teams assess children to observe for the following difficulties: access handwriting, fine and gross motor skills, planning, sensory processing. Includes a short report of observations and recommendations.
1:1 Assessment	An individual therapist assesses an individual child, producing a report of therapy recommendations.
Staff Training & Coaching	Our curriculum covers a broad range of subjects delivered by our subject matter experts. We look at every aspect of a child's development, covering emotional, cognitive and physical elements, and provide practical skills to take back to the classroom.
Parent Support	Our therapists can attend parents' evenings in support of school staff. We also offer workshops, training and parent support groups to support parent involvement in assessments and throughout the treatment process.
Therapy plan	An assessment of service needs and provision of an organisational structure for SEN delivery to track and evaluate the service.
1:1 therapy	Individual therapy linked to specific goals, including delivery of EHCP specified treatments and critical interventions arising <i>ad hoc</i> throughout the year. Specific support for children at risk of exclusion, children in trauma or children struggling to access the curriculum due to emotional, behavioural, or physical needs.
Group Therapy	Structured, measured group services, that can be provided by school staff and WCT Staff. Group interventions have strong clinical outcomes as well as providing affordable and sustainable services for a school. Written and created by transdisciplinary teams, our group therapy sessions bring together added values of social skills, emotional wellbeing, improved communication and cooperation with specific and targeted outcomes, such as improved handwriting, improved attention, participation and communication.
Family consultation and intervention	Provided in support of individual child interventions.
Multi-disciplinary meetings	Includes 'Team Around Child' as appropriate, attending, chairing and facilitating reviews, planning and crisis meetings.
EHCP application support	Assessment for EHCP review and initial consultation. We are able to support the writing of section F and overarching team goals, as well as delivering already specified serviced outlined in a child's individual plan.
Staff supervision and training	Includes individual staff members working with children.

WCT's Training List

WCT offer a range of CPD accredited and non-accredited standalone training courses for professionals, for staff, and for parents, aimed at being delivered on school inset days, or evenings.

CPD Accredited Training

Training Course	Brief Description	Duration (Hours)
Sensory Processing Difficulties: Building Sensory Strategies	<p><u>OFFERS CLASSROOM STRATEGIES KIT</u></p> <p>A full workshop aimed at introducing staff to the concepts and challenges of sensory processing difficulties (SPD) (1st day), looking at strategies and techniques which can be used in the classroom to help children with difficulties engage in learning (2nd day). Attendees will leave with a greater understanding of how children with SPD struggle to engage in the classroom, how this can manifest itself in behaviours and how to spot children who are struggling.</p>	12
The Wellbeing Passport	<p><u>OFFERS INTERVENTION READY TOOL KIT</u></p> <p>This training provides all professionals working with children with complex needs a tool kit to understand and deliver meaningful interventions and learning for children. The tool kit has been designed to be used across the whole school, hospice, residential settings. Exploring childhood development, mental and social development, sensory processing and exploration. Attendees will be provided with a take away tool kit to use in a service of any size as many times as they wish. This experimental workshop explores the sensory and play experience for children with PMLD, communication delay and multi sensory needs. Providing staff with personal insight and strategies to meet their own needs while meeting the needs of harder-to-engage young people. This course can be delivered for adults and children with learning difficulties on request.</p>	6
Active Bodies Great Minds (ABGM) -	<p><u>OFFERS INTERVENTION READY TOOL KIT</u></p> <p>This comprehensive training delivers a complete</p>	6

movement for learning and attention	package of movement delivery for children with specific needs. A well evidenced measured treatment package that staff can use over and over again with minimal costs and overheads. This package includes tracking and data management tools for Senior Leadership Management to measure impact of each intervention at no additional costs.	
Fine Motor and Handwriting - A Whole Child Approach to Developing Gross and Fine Motor Skills from Early Years to Primary Education	<u>OFFERS INTERVENTION READY TOOL KIT</u> Success with handwriting requires much more than just practice. Our whole body approach to handwriting and movement looks at how other factors affect a child’s handwriting and strategies staff can use to improve motor skills and attention for learning. This course provides attendees with a complete and trackable intervention kit with 3 graded levels of intervention, session structure, outcome tools and a complete understanding of how to effectively make change in a child’s handwriting and fine motor skills development.	6
Trauma Informed Practice: Building Resilient Strategies	<u>OFFERS INTERVENTION READY TOOL KIT</u> Participants will leave this day’s training being able to set up emotional support play groups after having explored children’s behaviour and play communication through a more trauma-informed lens. Participants will have a greater understanding of how trauma and adverse childhood experiences impact children’s learning abilities, and will have also explored ways they can create opportunities for increasing children’s resilience. A frame of reference, as well as assessment tools and activity plans for working with children in a trauma sensitive way will be provided.	6

Best Seller non-accredited Training

Training Course	Brief Description	Duration (Hours)
An Introduction to Sensory Processing Difficulties: Building Sensory Strategies	This course is an introduction to WCT’s CPD Accredited Training entitled: Sensory Processing Difficulties: Building Sensory Strategies. This training will explore the sensory system and all	3

	<p>our eight senses. It will also explore what is a disorder and the most current diagnostic framework for Sensory Processing Difficulties (SPD). Most importantly we will explore the experiences of the child who experiences dysregulation.</p>	
<p>Play and Finding Meaning (FOR PROFESSIONALS) Therapeutic Play for Professionals wanting to explore the value of play</p>	<p>ASSESSMENT READY TOOL KIT This training course is aimed at professionals and looks at the development of play, the impact of environment and experience, motivation, meaning, and volition. The therapeutic use of play is explored with examples and reflection of in practice use of play. This course can be provided alongside the play, motor and communication scale tool kit, providing all professionals with a transdisciplinary observational assessment tool, used to explore a child's developmental stages not chronological stage. (Can be delivered online)</p>	3
<p>Therapeutic Sensory Play - Practical workshop (FOR PROFESSIONALS) Follow-up on Play and Finding Meaning for Professionals</p>	<p>This practical workshop is aimed at embedding the professional's knowledge. It is an interactive workshop that brings together the applied use of play and sensory exploration in an experiential workshop. We will work with the team to develop a sensory and play tool kit and shared language to use within the MDT- most importantly the workshop is a fully interactive and explorative opportunity to find meaning in playing together, thus working as an educational and team building event.</p>	6
<p>Keeping in touch: finding meaning in play and connection with children following COVID-19 lockdown</p>	<p>A day of information and activities designed to transition children into school and resume physical contact and social groups. Participants will be able to: find meaning in play/group play; understand the value of non-verbal communication in children's play; spot signs of anxiety in children; identify low-level SEN needs and hidden low self-esteem; foster an environment of physical connection within the classroom and whole-school. Participants will be provided with a tool-kit of activities and ideas that can be introduced in the</p>	6

	classroom such as: activities for talking and communicating with children and activities that foster creating physical social groups.	
Whole Body and Childhood development	Staff will be provided a journey through childhood development, motor skills, communication, emotional and social development. Staff will explore ways to measure and understand development, as well as ways to explore disruption to development. The course will explore ways to scale and support development. This whole body lens helps teachers to broaden and deepen their knowledge of sequential development and how this influences learning and wellbeing for all children.	6
Supporting the wellbeing of the adults in school	A day of information and wellbeing workshops for teachers and staff. In this Wellbeing Training staff will learn how to spot signs of anxiety in children and adults; create a nurturing environment in school and classroom; identify mental-health triggers in children and colleagues. Participants will also benefit from self-care and whole-team care experiences. With this training, staff will be able to replicate in school and their classrooms activities that promote nurture and care.	6

Other WCT non-accredited Training Courses

Training Course	Brief Description	Duration (Hours)
What is Communication?	An introduction to the elements of speech, language and communication. This training will give you a guide to how we process language and will give you an insight into how and why to refer to speech and language therapy as well as the terms used.	2
Social concepts for communication	An innovative methodology to support children with social communication difficulties. This training will give you an introduction on how to work in a more effective way to develop social competency in children and young people.	2

Alternative and augmentative communication (AAC)	Increasing numbers of children are attending mainstream school who use or could use AAC such as signs and symbols. This training will give you an introduction to the types of AAC available and how to support children who use it.	1,5
Understanding the impact of Trauma: Developing wellbeing strategies for the classroom	This course explores the emotions children present with at school and the behaviours this can elicit. Staff will explore possible causes for these emotions and ways to help children manage these in a school environment. Developing a wellbeing tool kit for school staff.	3
Early years hand skills development	Staff will gain knowledge of the basics of hand skills development such as the components of hand skills and sequences of development. They will be able to identify a child who is demonstrating delays in hand skills. They will gain knowledge of some activities to promote hand skills development, prewriting games, a multisensory approach, development of self-help skills and how to promote these.	3
Managing challenging behaviour in the classroom	During the course, staff will look at what causes challenging behaviour, diffusion strategies to manage such behaviour and the legislation which governs behaviour management with children.	6

Training Courses delivered by WCT's Partners

Training Course	Brief Description	Duration (Hours)
Youth Mental Health First Aid	Certificate holders will be able to recognise the signs and symptoms of common mental health illnesses in youth and effectively guide them towards the right support.	6 Delivered by WCT's Partners
Mental Health first aid	Certificate holders will be able to recognise the signs and symptoms of common mental health illnesses and effectively guide a colleague towards the right support. It is recommended that an organisation has a similar number of mental health first aiders to medical first aiders, ideally a different individual providing further resilience for colleagues in the workplace.	12 Delivered by WCT's Partners

Services Schedule

This Services Schedule sets out the scope of Services agreed with the Client and how these are monitored and measured. This Schedule may only be amended by agreement between the Parties and on an annual basis (delete as applicable).

Receipt of Service

The Client has elected to receive the Services (select one [X]):

Flexibly throughout the academic year, agreed in advance

As part of an **agreed plan**, set out in this Schedule

NOTE: any time not used during the school year CANNOT be carried forward. Any additional time not agreed in advance will be charged at WCT standard rates.

AGREED PROVISION

1) Clinical Lead Provision

Consultation: Needs Assessment- free at the start of any provision

WCT's Clinical Lead has already, or will assist in the structure and service delivery, through supervision and consultation with the Management and/or Inclusion team. Please feel free to book this in with our Admin Team (admin@wholechildtherapy.com).

Supervision: on-going supervision of WCT staff will be carried out by WCT management or appropriate clinical supervisor, during the course of the service provision as required by the relevant governing bodies and WCT employment terms. This will take place at the WCT clinic and will be delivered as part of the contracted provision.

Please note that only an advanced practitioner can provide the following specialist therapy interventions, these can be booked as part of the contract or as the need arises with prior arrangement with WCT. These days will be charged at the Clinicians individual rates.

- Adoption Psychotherapy
- Sensory Trauma (OT)
- Complex feeding

**** Specialist interventions & staff training can be delivered during supervision days if appropriate, or can be purchased as additional days ****

Consultancy Provision:

- Clinical Lead provision charged at £1,000 per day;
- Clinical Director provision charged at £1,500 per day.

2) Occupational Therapy Provision

WCT's Paediatric Occupational Therapists (OT) are able to carry out OT provision as required which includes the following:

- **Band 5** can provide:
 - Short OT Assessments (2h)
 - Universal Level Programme Development
 - Individual therapy (maximum 5 sessions a day)
 - Group therapy (maximum 5 sessions a day)
 - Client / Staff / Parent support
- **Band 6** can also provide in addition to the above:
 - OT Assessments (4h)
 - Targeted Level Programme development
 - Class observation and coaching (4h)
 - Intervention tracking
 - Universal Level Staff Training

Should you require more specialist services, WCT's Advanced OT is able to carry out, in addition to the above, OT provision which includes the following:

- **Band 7:**
 - Specialised assessments to include EHCP recommendations
 - Specialist Programme Development
 - Sensory Trauma
 - Bespoke Training
 - Supervision.

Recommended OT Provision:

- Weekly provision:
 - Band 5 Paediatric OT provision charged at £450 per day; and
 - Band 7 Advanced OT provision charged at £650 per day.

3) WCT Staff Supervision

Quality Assurance: Free for the duration of the contract

All WCT therapists receive on-going training, support and supervision from WCT's Clinical Lead and Director to deliver in-school therapy services. Their service is monitored closely through supervision to ensure they are meeting the necessary key skills framework required for allied health professionals.

PROVISION COST FOR 2021/2022

This package proposal is flexible and can be amended to meet the needs of the school, their staff and their pupils. Please refer to the 'Flexible Model of Delivery' for more details.

The table below outlines the above proposed service delivery and details one academic year's provision from the contract start date.

WCT will offer a discount of 5% to all our services when bought upfront as a Multi-Disciplinary package. To benefit from this discount, WCT requests a minimum contract purchase of **3 (three) months**.

Service Provision	Standard Daily Rate	Provision	Total Cost of Provision	Discounted Rate for MDT Packages (bought upfront)
Clinical Lead Provision Needs Assessment Consultation (2h)	£1,000	n/a	£300	Free
Band 5 Paediatric Occupational Therapy Provision: <ul style="list-style-type: none"> offered as on-going daily rate for weekly on-site provision <i>38 weeks: starting at the beginning of the academic year</i>	£450	38 days [1 day a week]	£17,100	£16,245
Band 7 Advanced Occupational Therapy Provision: <ul style="list-style-type: none"> offered as on-going daily rate for weekly on-site provision <i>38 weeks: starting at the beginning of the academic year</i>	£650	38 days [1 day a week]	£24,700	£23,465
WCT Staff Supervision for each therapist: <ul style="list-style-type: none"> Clinical Director / Clinical Lead Supervision to WCT's Practitioner for the duration of the contract 	£300 (per session)	19 days [Fortnightly]	£11,400 (x 2 therapists)	Free

Total cost of proposed provision	£53,500	£39,710
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FLEXIBLE MODEL OF DELIVERY (Additional Service Costs)

Whole Child Therapy provides an interdisciplinary flexible school service that responds to the needs of the children, family and school. Where there is a therapeutic need agreed by WCT and subject to resources being available, each school can allocate their WCT budget to other available WCT services.

These include:

- Educational Psychologists,
- Occupational Therapists,
- Speech and Language Therapists,
- Play Therapists,
- Therapy Technicians (OT/SALT), and
- Bespoke Training Services.

All of our therapy and training services can be delivered as part of a service contract, or ordered as additional bookings on standard daily rates. Prices for any such additional days will be confirmed at the time of booking.

As a matter of reference, WCT’s current standard rates for **Therapy Provision** are as follows:

Clinician	Standard Daily Rate	Standard Hourly Rate (for additional work)
Clinical Director (Band 9)	£1,500	£200
Clinical Lead (Band 8)	£1,000	£150
Advanced Paediatric Occupational Therapist (Band 7)	£650	£85
Paediatric Occupational Therapist (Band 6)	£550	£80
Paediatric Occupational Therapist (Band 5)	£450	£75

Advanced Paediatric Speech and Language Therapist (Band 7)	£650	£85
Paediatric Speech and Language Therapist (Band 6)	£550	£80
Paediatric Speech and Language Therapist (Band 5)	£450	£75
Educational Psychologist (PhD)	£1,250	£175
Advanced Play Therapist (equivalent to Band 7)	£650	£85
Play Therapist (equivalent to Band 6)	£550	£75
Play Therapist (equivalent to Band 5)	£450	£60
Therapy Technician for OT/SaLT (Band 4)	£415	£55

And our standard rates for devising **Bespoke Training** are as follows:

Clinician	Standard Daily Rate	Standard Hourly Rate (for additional work)
Clinical Lead	£2,000	£265
Advanced Practitioner	£1,300	£170
Paediatric Practitioner	£800	£105

Should you have any questions or wish to discuss this proposal further, please do not hesitate to contact us on:

020 3441 6810
admin@wholechildtherapy.com

We look forward to working with you.

Whole Child Therapy Team.

Service Agreement

Registered company: 9241474



British Association
Of Occupational
Therapists

