

Stakeholder and Employer Agreement

This document specifies an agreement for the provision of services and the effective partnership working between:

- **Orchard Park High School**, (the 'school'); of Orchard Way, Croydon, CR0 7NJ and
- The 'provider'

1. Orchard Park High School agrees to:

1. Nominate a member of the school staff to be the first point of contact
2. Provide details of the proposed activity/event at least 4 weeks in advance
3. Provide a suitable classroom and standard IT facilities
4. Ensure a member of the teaching staff is present at all times to manage behaviour
5. Obtain permission from parents and external providers and to take photographs and use for promotional use
6. Inform the provider of any changes that may affect the delivery of the activity as soon as possible
7. Complete a teacher feedback form to share with external providers

2. The Provider agrees to:

1. Provide suitable legal documentation where required
2. Communicate all concerns to the lead contact in a timely and appropriate manner
3. Arrive on time and dressed appropriately
4. Be supervised at all times by individuals who have been adequately DBS checked.
5. Wear the correct coloured lanyards at all times
6. Inform the school of any changes that may affect the delivery of the activity as soon as possible.
7. Complete a feedback and testimonial form to the school

We confirm that we have read the agreement and that all the terms are acceptable to us

Signed for on behalf of the school

Signed for on behalf of the provider

Print Name _____

Print Name _____

Position Held _____

Position Held _____

Signature _____

Signature _____

Date _____

Date _____