



Terms of Engagement 2021-22: School Consultancy Support

1 Working Hours

- 1.1 Bloom consultant's standard working day is 7 hours. This is typically 9am – 3pm in school and an additional 1 hour for preparation, feedback and administration.
- 1.2 Hours in school can be extended with advance notice.

2 Absence

- 2.1 Absence due to illness will be communicated to the Headteacher or identified school leader with as much notice as possible. The school will not be charged for booked consultancy support that is cancelled due to illness.
- 2.2 In the event of the consultant needing to isolate due to Covid 19, where possible agreed consultancy support will be carried out remotely. If this is not possible, the agreed support will be cancelled and the school will not be charged.

3 Communication and feedback

- 3.1 Daily visit notes will be written following each visit. These will be sent to the Headteacher or agreed line manager unless an alternative means of communication is requested by the school.
- 3.2 Timesheets will be kept for each day of consultancy. These will be available to the school upon request.
- 3.3 At the end of Bloom consultancy support an evaluation form will be sent to the school to provide feedback for the service provided by Bloom.
- 3.4 Testimonies or case studies from a school may be published on the Bloom website only with consent of the school.

4 Safeguarding

- 4.1 All Bloom SEND consultants have at least standard DBS clearance. Evidence of this will be provided on the first day of working in any school.
- 4.2 If required any school can apply for Enhanced DBS for Bloom consultants.
- 4.3 Bloom will follow the school's Safeguarding Policy to report any safeguarding concerns.
- 4.4 Bloom will follow the school Whistleblowing Policy to report concerns regarding school staff.

5 Confidentiality and data protection

- 5.1 Accessing of pupil information
 - In line with UK GDPR regulations, personal pupil information will be shared with Bloom SEND consultants only where it is necessary to enable fulfillment of the contract agreed with school.
 - Pupil information will only be used by Bloom to provide the agreed service. On completion of the agreed service, information used by Bloom which identifies individual pupils will be deleted from Bloom records, unless agreed by the school and parents / carers in advance.
 - On the completion of the service, visit notes retained by Bloom which include pupil information will be anonymized so that individual pupils cannot be identified, unless prior consent is agreed by parents/carers.
- 5.2 Further details on Bloom's safe use of data can be found on Bloom's Privacy Notice at www.bloom-send-consultancy.uk
- 5.3 If Bloom consultants are asked to do individual pupil observations or assessments, parent / carer consent will be obtained in advance.
- 5.4 Data or personal information obtained by Bloom consultants will not be shared with professionals or individuals outside of the school without prior parent / carer consent.
- 5.5 Bloom's Data Controller is Rachel Peregrine. Any queries or concerns regarding use of data or sharing of information should be sent to rachelperegrine@bloom-SEND-consultancy.uk

6 Costing and invoicing

- 6.1 Bloom will send a costed proposal to the school in advance of consultancy support beginning. This will be agreed in writing by the school before any consultancy support begins.
- 6.2 Bloom will invoice schools for services delivered at the end of each term.
- 6.3 Invoices should be paid within 14 days of the invoice being sent.
- 6.4 Any queries or concerns regarding costings and invoicing should be sent to rachelperegrine@bloom-send-consultancy.uk