



School Delivery Agreement

Your Time

 **Leadership
Skills
Foundation**

Funded by



Department
for Education

School Delivery Agreement

Your Time programme terms and conditions

1. About this agreement

This agreement is for the school you are representing to deliver the Your Time programme (funded and controlled by the Department for Education) as an approved centre. Planning, delivery and training for the programme may commence on the date the centre accepts this agreement and may continue until 31 March 2024.

2. Your agreed role in delivering the Your Time programme at your school

Your school agrees to deliver the Your Time programme as agreed and directed by the Leadership Skills Foundation, and will:

- 2.1. work with the Leadership Skills Foundation to adhere to policies and procedures and any additional requirements from the Leadership Skills Foundation;
- 2.2. provide the Leadership Skills Foundation with the personal information needed for us to provide you with our products or services relating to the Your Time programme. For the centre manager this includes personal information such as your name, date of birth, gender, contact details (such as your phone number, email address and address), course information, and any other personal information relating to you that you supply. For learners this includes name, date of birth, gender and email address (see the Data Sharing Agreement for details of how the Leadership Skills Foundation process data);
- 2.3. agree to promptly inform the Leadership Skills Foundation of any material changes to any information provided as part of your application;
- 2.4. agree to make it clear to learners what information will be passed to the Leadership Skills Foundation, and therefore should pass on the Leadership Skills Foundation privacy policy to any registered learners (if under 13 years old the Leadership Skills Foundation privacy policy information must be passed to their legal parent/guardian) within one month of learner registration with the Leadership Skills Foundation;
- 2.5. appoint an individual to be the named point of contact for the purposes of any communications and feedback between the parties and this appointed person to manage the programme and update centre information should it change during delivery of the Your Time programme;
- 2.6. appoint personnel to manage the delivery of the programme and ensure they attend the required approval sessions to be able to be the centre manager for the Your Time programme and provide all required sign-up documentation including the following:
 - 2.6.1. An approval form to be returned no later than 30 September 2023.

- 2.6.2. The Your Time leader import sheet to be returned no later than 31 October 2023.
- 2.7. agree to engage a minimum of six girls to be trained as leaders (aged 13 to 16 years old) as part of the programme, who will plan and deliver competitive sport events, that engage at least 25 female participants (aged eight to 16 years old) and complete their elearning and events by 30 April 2024;
- 2.8. ensure that the Leadership Skills Foundation are provided with the requested programme data and insight, including the participant feedback survey and completion form by 17 May 2024 for the programme as required by the Department for Education as the funder for the Your Time programme. The data requested will include:
 - 2.8.1. number of female competition leaders aged 13 to 16 years old engaged through the Your Time online learning programme (minimum of six, maximum of 10);
 - 2.8.2. number of female participants aged eight to 16 years old engaged through all Your Time competitive events (minimum of 25)
 - 2.8.3. how many hours the female participants are engaged in competitive sport (a minimum of four hours participating). The four hours can be accumulated through numerous sessions (e.g. one hour after-school club or a four hour one-off event);
 - 2.8.4. anonymous learner feedback of the eLearning experience collected to improve the effectiveness of future eLearning products and services.
- 2.9. guard against fraudulent or mistaken claims for programme achievements;
- 2.10. comply with all brand guidelines, style and consistency guidelines and any logo and brand use documentation supplied by the Leadership Skills Foundation and enforced by Department for Education;
- 2.11. accept that these terms and conditions are not exhaustive and that the Leadership Skills Foundation reserves the right to amend them at any time. Where we need to contact you concerning this agreement or the management of your centre, communication will be in writing and delivered by email to the registered centre manager.

3. The agreed role of the Leadership Skills Foundation

To support your school's delivery, the Leadership Skills Foundation will:

- 3.1. provide the programme and resources to enable the school to deliver the Your Time programme through a Department for Education funded project;
- 3.2. register the school to deliver the Your Time Programme as required;
- 3.3. carry out the approval process to recognise the school as a Your Time approved centre that works towards developing personal skills in their learners and to ensure that the Leadership Skills Foundation standards of delivery are being met;
- 3.4. provide the school with full access to resources and training to deliver the Your Time Programme on receipt of required learner registrations;
- 3.5. support the collection of data and insight through reporting functions related to the programme. The information that is collected will be anonymised and aggregated with the anonymised information of other learners. The anonymised

data collected may be used for statistical and marketing purposes, and may be shared with a third party research agency to assist in the analysis of the data. Anonymised learner feedback collected through the elearning experience may be used for communicating impact and promotional purposes;

- 3.6. provide support through the programme's staff during the delivery of the programme and respond to any issues that may arise;
- 3.7. send you and your learners communication from time to time on the status of your elearning progress, and guidance on accessing further legacy materials and additional course materials.

4. Shared responsibilities

Both parties (i.e. the school and the Leadership Skills Foundation) will:

- 4.1. agree to comply with all relevant laws (including without limitation safeguarding and health and safety), and act within the policies of their organisation;
- 4.2. agree to comply with the relevant data protection legislation. The school is the data controller, and the Leadership Skills Foundation is the data processor (in compliance with the UK GDPR).

5. Agreement

This School Delivery Agreement is part of the registration process for a school under the Your Time programme. By completing the registration form, the school you are representing and the Leadership Skills Foundation agree to meet the roles and the project terms agreed as outlined above.