

Camden schools services



2023-25



Welcome

Dear Colleagues,

I am delighted to welcome you to the Camden Schools’ Services Brochure for 2023/25.

With all of the challenges that Camden’s extraordinary and diverse family of schools has had to face in the last couple of years we have endeavoured to support you with high quality, responsive and reliable services. We know that excellent schools are the bedrock of our shared ambition to see that every child in Camden gets the best start in life, and that in order to achieve that ambition schools need to be supported by excellent and innovative support services.

Camden has maintained a strong track record of providing school support services which are cost effective, high quality, and customer focused. Our approach is to focus on your needs as a school, co-designing our service provision where we can. We recognise the pressure that school finances are under, and as a consequence we ensure that our charges are kept to the minimum. We have maintained that approach for this next two-year SLA cycle.

To reiterate a message I have given previously, whilst our school services will not always be the cheapest, you can be assured that they are designed to provide real value for money and excellent service. This is combined with a commitment to look to continuously improve quality and with the advantage of being part of the Camden family of schools.

We continue to build upon our very successful strategic partnership with Camden Learning who focus on delivering high quality school improvement and act as a single point of access for schools. Set out in this brochure is the full range of support and professional services we offer to schools in Camden. These services may also be available to other schools across North London by arrangement.

Thank you for your continued support.



Martin Pratt
Deputy Chief Executive /
Executive Director of Supporting People

Contact
Camden Learning Customer Support
E: customersupport@camdenlearning.org.uk
P: 020 7974 1122

How to apply
To order any of the following services please send the order form to: customersupport@camdenlearning.org.uk

If you have any enquiries, please contact us on **020 7974 1122**. For further information about Camden Schools’ Services, please visit camdenlearning.org.uk



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Business Waste and Recycling

Head of Service: Business Recycling Waste Team

Email: uk.camdenbusinesswaste@veolia.com

Telephone: 020 3567 5320

Introduction

Camden works in partnership with Veolia to provide a collection services to all schools, children centres and higher education centres. Camden offers a discounted service to maintained schools, published prices are below. We provide a professional, reliable service with no hidden extras or charges, and give assurance you are complying with your Duty of Care. We can visit and advise you on how you can maximise recycling and make any collection changes you need. To receive a quote for waste or recycling services, to book an officer site visit, or for further information, please contact Veolia:

Details of our service

Camden in partnership with Veolia can provide you with a modern recycling and waste service to meet all your school’s needs. We provide a professional service with excellent environmental credentials.

- Purple sack or large bin collection service for general rubbish;
- Clear sack or bins for mixed recycling;
- Food waste bin collections service;
- Registered waste carrier; and
- Zero waste to landfill.

We also:

- Repair damaged bins or replaced bins as required; and
- Provide extra one off collections within a week (charge will apply).



Camden working in partnership with Veolia provide collection services to all schools, children centres and higher education centres, however discounted services are provided to maintained schools and this is reviewed annually.

To receive a quote for waste or recycling services, to book an officer site visit, or for further information, see the pricing schedules below or please contact Camden working in partnership with Veolia:

Maintained Schools

Refuse and discounted recycling pricing schedule 2023/4 for maintained schools only. (Nurseries, children centres, primary and secondary schools)

Bin Type	Bin Hire costs	Food Waste (100% discount)	Collections (Refuse)	Recycling collections (with 40% discount)
Bags	-	-	£1.76	£.73
Chamberlain*	£143.86	-	£14.25	-
Eurobin 1100l	£143.86	-	£14.25	£5.25
Eurobin cm 660ltr	£143.86	-	£9.69	£3.55
Paladin*	£143.86	-	£14.06	-
Wheeled 240 litre	£25.88	-	£5.93	£2.51
Wheeled 360 litre	£25.88	-	£6.63	£2.89
Food 140 litre	-	£0.00	-	-
Food 240 litre	-	£0.00	-	-

*These bins are no longer available for new supply

Sometimes recycling containers have the wrong items mixed inside. The crews will sticker any affected bins as contaminated. The charge for the removal of a contaminated Eurobin which is collected as refuse is £14.25. There is no charge for the issue of the annual ‘Duty of Care’ document.

Non-Maintained Schools

For Camden non-maintained schools including all other nurseries, children centres, schools and higher education centres please contact Veolia on 0203 567 5320 for a quotation for a new or upgraded contract, and other services pricing.

Camden Sport and Physical Activity Service – Camden Active Schools (CAS)

Contact: Liz West, Children and Young People’s Operations Manager

Email: liz.west@camden.gov.uk

Tel: 020 7974 2603

Introduction

CAS is part of the Camden Sport & Physical Activity Service. We have over 20 years’ experience of providing high quality, sport and physical activity. In that time, we have helped thousands of Camden young people to get active and healthy.

Our objective is to improve the health, wellbeing and attainment of young people in Camden. This is our passion too. We currently work with the majority of schools in Camden and aim to continue doing so. Our team of highly committed and professionally skilled staff specialise in creating exciting opportunities for young people of varying abilities to play, learn, enjoy and compete in sport and physical activity. We provide affordable and, where required, tailored services for schools to develop a sports and physical activity offer, including competition, leadership for young people, sports coaching and professional learning.

Through our strong network of partners, we bridge the gap between school and community sport and physical activity. Our offer to schools, explained below, supports the objectives of the National Primary PE Premium funding programme.

Included for Camden schools

- CAS provides the following services to all Camden schools – no other provider can currently offer this:
- Access to the National School Games initiative and resources;
 - Access to the London Youth Games offer in Camden; and
 - Access to inclusive sports competitions for young people with SEN.

Camden Active Schools service offer

Our offer comprises a number of packages:

School Sport Development Package – This package will help you to strengthen your sports and physical activity (SPA) offer to maximize take up and pupil benefit. This includes guidance with design of your sport and physical activity programme to meet the varied needs of your pupils in the most cost-effective way; support in achieving national external validation of your SPA offer; and guidance on developing intra and inter school competitions. We are on the end of a phone whenever you need us.

Competition and Participation Package – Access to a wide range of competitions for differing abilities throughout the academic year and critically, progression routes to borough team and regional competitions (School Games and London Youth Games). This includes access to the Camden School Sports Association (CSSA) primary competition programme. This is a joint venture between the CSSA and Camden.



Leadership for Young People Package – We will help you establish and upskill a group of young leaders in your school to shape and help deliver your school sport and physical activity offer. We can offer a free School Games Sports Organising Crew Course and/or Committee Course for a small group of children to take on a sports leadership responsibility in your school.

Sports Coaching Package – We have highly skilled coaches in a range of sports currently adopted by many Camden schools. This is a bespoke offer which means that you decide the type and extent of the coached provision that you require according to your budget. Whether its breakfast, curriculum, lunch time or afterschool sessions, help to prepare teams for competitions or respond to demand from your pupils or parents, we can provide it. We also offer gymnastics, and trampolining sessions at a purpose-built central Camden sports venue to enhance the experience for your pupils.

SLA and other packages:

Package	Cost - Primary School Package	Cost - Primary School (per course or unit)
School sport development	2023/24 - £200 2024/25 - £200	N/A
Competition and participation	2023/24 - £1,250 2024/25 - £1,350	N/A
Leadership for young people	Just book a course – no charges	School Sport Organising Crew Course – FREE Primary School Sport Organising Committee Course – FREE Secondary

Sports Coaching Package – Price listed below

Multi-Sports	Price for 1 Coach	Price for Coach + Assistant
Per hour	£40.00	£65.00
Half day: 9.00-12.30	£120.00	£210.00
Whole day: 9.00-3.30	£185.00	£299.00
Specialist Offer (Gymnastics)	£46.00	£71.00



Educational Psychology Service

Head of Service:	Dr Shane Gallagher & Dr Neelam Kumar, Joint Acting Principal Educational Psychologists
Email:	shane.gallagher@camden.gov.uk neelam.kumar@camden.gov.uk
Telephone:	020 7974 6500

Description of Services

We provide specialist advice to support schools, colleges and early years’ providers to identify, assess and meet the needs of children and young people with special educational needs and disabilities (SEND) aged 0–25. We address concerns about developmental, behavioural, emotional and mental health needs, including those with the most complex needs. We draw on psychological theory and research to inform our practice.

Camden Educational Psychologists work to support the strategic aim of enabling children with special educational needs to have their needs met locally, so that they achieve positive outcomes and become independent within their community. Interventions are tailored to meet the needs of individual schools and children / young people, and a work schedule addressing the school’s priorities is jointly planned in consultation with the SENDCo (sometimes together with the Headteacher) at the beginning of each academic year and reviewed during the year.

All Camden EPs deliver a high-quality service, build relationships with local schools and services, and draw on local Camden knowledge.

What we do

- The service develops bespoke packages of support for schools that include:
- Support schools and other education settings to identify, assess and meet the needs of children with SEND and meet their responsibilities under the Children and Families Act 2014;
 - Support the wellbeing and mental health of staff and children/young people;
 - Work collaboratively in a ‘consultation led’ approach. The service will continue to offer virtual consultations to SENDCos and other school staff as this has been shown to be an effective and efficient way of working
 - Undertake observation and relevant targeted assessments to contribute evidence about a child’s strengths and needs.
 - Develop a ‘case formulation’ and promote a shared understanding of a child’s needs;
 - Support the school, families and other professionals to clarify planned outcomes; and subsequently review progress with schools and families
 - Identify evidence-based strategies to enhance quality first teaching, and direct interventions that enable the development of specific skills / strategies to enhance children’s learning and / or rate of progress;
 - Deliver interventions with children and young people, staff, parents, such as project work with children and/or staff, training, coaching and research in areas related to SEN and change management processes;
 - Provide training for staff, around areas such as ASD, SEND, Cognition and Learning, SEMH, Staff well-being and self-care/restorative CPD. We provide bespoke training packages.
 - Provide supervision and/or coaching (group or individual)
 - Complete assessments for exam concessions.

Interventions offered include:

- An enhanced offer promoting wellbeing of staff and children/young people;
- A range of therapeutic approaches either directly to individual young people (primary & secondary age), with groups of young people and support for school staff through clinical supervision.
- Autism Education Trust training modules, as well as other autism training interventions
- Video interaction guidance (VIG) to enhance interaction between adult and child;
- Video Enhanced Reflective Practice – training for staff on reflective practice that is enhanced by the use of video
- Training for staff to become Emotional Literacy Support Assistants (ELSA)
- Guidance for staff in school approaches to support grief and bereavement and responding to Critical Incidents in/around the setting.
- Planning and delivering targeted short-term programmes for groups and classes, e.g. social skills and study skills packages; resilience programmes; emotional and mental health, assertiveness programmes and managing anxiety including exam stress.
- Exploring factors to understand CYP who experience Emotionally Based School Avoidance (EBSA) and use practical tools and resources to develop effective intervention plans
- Developing Trauma Informed Practice in Camden (TiPiC) as a whole school approach

These are some examples of the training and support available – we develop bespoke programmes with schools and settings on request. Please contact your school EP or one of the named contacts for more information about further interventions offered and their impact on children’s progress.

Schools are allocated sessions funded through the High Needs Block, to be able to plan whole school, group, and early intervention (SEN Support) individual work. The school’s total annual allocation of sessions includes these SEN Support sessions together with sessions commissioned by LB Camden for the provision of statutory psychological advice when the LA agrees to carry out an EHC needs assessment.

SLA and other fees/charges

All schools have the option to enhance the level of service available over the academic year through the traded service annual subscription. This is offered as an extension of the core allocation: the range of services is the same in the core allocation and traded offer. Schools can also ‘spot purchase’ additional sessions during the year, which is charged at a lower rate for schools that have an annual subscription. Schools with an annual subscription will have priority where demand exceeds the service’s capacity.

Please note that delivery is over an academic year and charges will be pro-rated across the two relevant financial years.

Annual subscription rates:

A session is defined as 3 hours. The total number of sessions includes face to face time, preparation and follow up tasks, for example writing psychological advice. Travel time is not included in a session and travel costs are not charged.

SLA Level 1:		
Children’s Centres / Primary Schools (less than two-form entry)	£2,640	8 sessions
SLA Level 2:		
Primary schools (two-form entry and above, and/or with units) / Special Schools	£3,300	10 sessions
SLA Level 3:		
Secondary schools / maintained college in Camden	£3,960	12 sessions

Additional Services

Individual additional days

Requests for ‘ad hoc’ additional sessions during the year can be made directly to the service (contact shane.gallagher@camden.gov.uk) and will be subject to service capacity.

Schools and settings can buy single sessions to top up their core SLA at the following rates:

Schools and settings with an annual subscription package level 1 - 3:	Cost
Rate per 3 hour session	£260 / session (minimum 2 sessions)
Schools and settings that have not bought in to the annual subscription level 1 – 3:	
Rate per 3 hour session	£350 / session (minimum 2 sessions)

Note: Additional chargeable services.

Secondments

Camden EPS offers Camden schools the opportunity for a secondment of an EP to work in their school for a minimum of 0.2fte.

Services to schools outside of Camden LA

Services to schools and services outside of Camden will be set up with a Purchase Order and invoiced at a higher rate of £750 for 2 sessions (minimum of 2) plus travel costs and materials.



Human Resources Business Advice, Payroll and Health & Safety

Camden's HR SLA packages comprises the following services:

HR Business Advisory Service

The HR Business Advice service is delivered by a team of HR Business Advisors (HRBA), solely dedicated to the provision of an expert and well-rounded advice and support service to schools, covering all employee relations matters including disciplinary/staff conduct, sickness absence management/ill health retirement, grievance, performance management/capability. The support also includes supporting with organisational change/restructures, training, and policy development. Each school will be allocated a named HR Business Advisor for the duration of the SLA.

E-mail and Telephone Advice: Each school will have direct access to a dedicated HR BA within core business hours (9am – 5pm), which will cover the provision of best practice advice and guidance.

HR Policies, Procedures, and Guidance: The HRBA team will develop model policies, procedures and guidance, in line with legislation and these will be made available on 'MyDrive'.

Training: Provide annual training on the practical application and implementation of core policies and procedures. **Additional sessions will be charged at an agreed rate.**

Skills Pills: Design and deliver workshops on various topics, as requested, on a twice-yearly basis, including legal updates.

Induction of new SBMs: Support new SBMs through an induction into Camden Schools HR.

HR Visits: Depending on package purchased, we provide unlimited schools visits to provide face to face advice, as required.

Single Central Records (SCR) Audits: In readiness for an Ofsted Inspection, schools may request support to carry out an audit of the school's single central records.

Employment Contracts and variation letters: To provide template contracts of employment and variation letters available on 'MyDrive'

Newsletter Communications: Regular communications on updates relating to pay and reward for teachers and support staff, as well as policy matters in the Camden Learning schools newsletter.

General HR Services and Payroll

The Payroll Service comprises of a fully managed payroll processing and reporting services. This includes, but not limited to statutory and non-statutory deductions, processing payroll, calculations, changes to pay, new starter's leavers Pension and payslips. In addition, the team acts as a first point of contact, providing basic tier one employee relations advice.

Safer Staffing Team

Camden's Safer Staffing team provides advice on DBS, right to work, overseas police checks and immigration vetting – some of these services are subject to an additional charge. In addition, depending on the level of complexity and time required to resolve, some cases may be charged at a half day or full day rate.

Note: during busy periods the Safer Staffing team will endeavour to respond to enquiries within 5 working days.

Health and Safety

The Health and Safety service provides a high-quality auditing and advisory service and is supported by a range of specialists. The SLA consists of a core offer and optional extras available at an additional cost. These elements of the service are available to all Camden schools who buy into the SLA:

E-mail and Telephone Advice: The provision of sensible and proportionate health and safety advice to schools during normal office hours.

Health and Safety Guidance: Publication of health and safety guidance, checklists, and templates on the Health & Safety pages of myDrive.

Newsletter Communications: Regular communications on health and safety matters in the Camden Learning schools newsletter.

CLEAPSS Subscription: Access to practical advice and resources through CLEAPSS to support the teaching of practical work in science, D&T and art via their website, newsletters and telephone helpline.

Incident Reporting: Access to Camden's incident reporting system. Review of incidents by competent person who can advise on statutory reporting of incidents to the Health and Safety Executive (HSE) under RIDDOR requirements.

Incident Investigation: For incidents deemed 'significant', investigations will be carried out by a competent person and generation of report with recommendations for remedial action.

Enforcing Authority Liaison: Support, advice and guidance during formal investigations, inspections and visits by enforcing authorities e.g. OfSTED, HSE, LFB).

Staff Issues, Complaints and Insurance Claims: Support, advice and guidance for specific staff health and safety related issues as well as insurance claims, complaints from parents, staff or Trade Union Representatives etc.

Educational Visits: Uses of the EVOLVE online system for the planning, approval and management of educational visits undertaken as part of the learning outside the classroom agenda.

Educational Visits Advice: Access to Camden's Offsite Visits Advisor for specialist educational visits advice and approval of school trips/visits.

H&S Audits*: Evaluation of H&S compliance through a supportive 3-year health and safety management programme of audits and follow up visits where significant issues have been identified. Annual audits will be conducted for secondary schools on higher risk curriculum activities such as Physical Education, Design Technology and Science. * LBC may prioritise the areas of review.

Radiation Protection Advisory Service (Secondary Schools): Service comprises of an initial site visit to check school compliance with statutory requirements i.e. storage and handling of radioactive sources as well as a wider audit of the documentation systems and specialist advice from a qualified Radiation Protection Advisor on how the school sources are being managed and monitored

Optional Extras

Employee Assistance Programme (EAP) (£4.95 per employee): Independent, confidential employee assistance service which provides support and practical information 24 hours a day. The service is open to staff and their families and provides information and resources to help staff balance their work, family, financial and personal lives. Staff can access the service via app, telephone, email, instant messaging and online and will receive support, fact sheets, information packs or face to face counselling depending on the support they need.

Eye test vouchers for designated computer users (£17 per voucher): Employees using Display Screen Equipment (DSE) by law should be provided with an eye test along with glasses, if required solely for DSE use. Providing this voucher to your computer users will enable schools to meet their legal requirements around this.

Display Screen Equipment (DSE) Assessments (£150 per employee): In depth DSE assessments of computer users' workstations where issues have been identified, with report on recommendations made to resolve those issues.

Seasonal flu vouchers (price provided on request): Protect your staff from flu by providing them with a flu jab so they can stay fit and healthy over the winter months.

On-site health and safety training (£250 for half day/ £380 for full day): Bespoke health and safety training can be delivered on school sites as follows:

- Health and Safety for Premises Managers
- Health and Safety for Governors
- Management of Health and Safety Responsibilities in Schools
- Risk Assessment

Radiation Protection Advisory Service (£400 for secondary schools not buying into the SLA) - Provides schools with assurance to ensure that safe working practices for the storage and use of radioactive sources are in place, in accordance with CLEAPSS guidance ‘L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges’. Service comprises of an initial site visit to check school compliance with statutory requirements i.e., storage and handling of radioactive sources as well as a wider audit of the documentation systems and specialist advice from a qualified Radiation Protection Advisor on how the school sources are being managed and monitored.

Service Fees & Charges

Package 1 1 Comprehensive HR, Payroll and Health & Safety Service - £138 per staff member

Package 2 Basic HR, Payroll and Health & Safety Service - £102 per staff member

Package 1: Comprehensive HR, Payroll and Health & Safety Service - £138 per staff member	Package 2: Basic HR, Payroll and Health & Safety Service - £102 per staff member
HR Business Advisory service	HR Business Advisory service
Dedicated Schools HR Business Advisor.	Access to Camden HR Advisory Services dedicated telephone help-desk and e-mail support only.
Camden HR Schools Services dedicated help-desk and e-mail – unlimited support facility.	Limited access to offers on the schools ‘Mydrive’, (*excludes access to some model policies and procedures – see below).
Advice on Teachers’ and Support staff terms and conditions.	Advice on Teachers’ and Support staff terms and condition – telephone help-desk only.
Support with complex people management/employee relations cases, including in person attendance from a dedicated HR Business Advisor, as and when appropriate.	Advice and support with complex cases – Telephone help-desk and e-mail support only. Personal visits subject to a separate, additional charge (see rate card)
Access to a range of model employment policies and management guidance, including review and updates, in line with legislation and good practice.	Access to Model Pay and Appraisal Policies for Teachers, updated annually to reflect national pay decisions. *All other model policies subject to separate additional charge
Job evaluation and advice on job descriptions for schools support roles.	Job evaluation and advice on job descriptions for schools’ support roles – subject to a separate charge.
Coaching and advice on managing organisational change (including redundancy and early retirement), including attendance at consultation meetings, as required.	Advice on managing organisational change. Attendance at consultation meetings, available on request, subject to an additional charge

Package 1: Comprehensive HR, Payroll and Health & Safety Service - £138 per staff member	Package 2: Basic HR, Payroll and Health & Safety Service - £102 per staff member
Access to Skills Pills training sessions on a range of topics for school leaders, delivered twice a year.	Places on Skills Pills training sessions available at an additional charge.
Support and advice relating to Employment Tribunals. Legal representation subject to separate additional charge.	Support and advice in relation to Employment Tribunals, including legal representation, will be subject to separate additional charge.
Payroll Services	Payroll Services
Payroll and HR transactional administrative service	Payroll and HR transactional administrative service
Our payroll services encompass every aspect of the process, from setting up a new employee, calculating maternity or paternity pay, processing change of tax codes, pension payment or providing an itemised payslip for each employee every pay day	Our payroll services encompass every aspect of the process, from setting up a new employee, calculating maternity or paternity pay, processing change of tax codes, pension payment owr providing an itemised payslip for each employee every pay day.
Year End Payroll Reconciliation	Year End Payroll Reconciliation
Payroll Reporting and Metrics	Payroll Reporting and Metrics
LGPS ad Teachers Pension Advice and Returns / Enrolment	LGPS and Teachers Pension Advice and Returns /Enrolment
Oracle Self-Service Support and Training	Oracle Self-Service Support and Training
Requests for preparation of bespoke reports – subject to an additional charge	Requests for preparation of bespoke reports – subject to an additional charge
Health and Safety	Health and Safety
Incident Reporting - access to system for the reporting of accidents and incidents to enable them to be monitored by Camden’s H&S team	
CLEAPSS subscription – access to practical advice and resources to support the teaching of practical work in science, D&T and art.	
Access to Evolve system for the recording of risk assessment relating to the management of school trips/visits	
Camden's Offsite Visits Advisor for advice and guidance around management of school trips/visits	
Access to Occupational Health Service	
Charges incurred for non-attendance and late cancellation of appointments will be passed onto schools.	
Optional Extras:	
Employee Assistance Programme (EAP) - £4.95 per employee	
Eye test vouchers for designated computer users - £17 per voucher	
Seasonal flu vouchers - price provided on request	

Package 1: Comprehensive HR, Payroll and Health & Safety Service - £138 per staff member	Package 2: Basic HR, Payroll and Health & Safety Service - £102 per staff member
Health and Safety	Health and Safety
Delivery of on-site bespoke health and safety training - £250 for half day/£380 for full day:	
Management of Health and Safety Responsibilities in Schools	
Health and Safety for Premises Managers	
Health and Safety for Governors	
Display Screen Equipment (DSE) Assessment - £150 per employee	



Information Governance Advice and Data Protection Officer Service

Contact: Jim Read – Service Manager – Information Governance

Email: schoolsdpo@camden.gov.uk

Telephone: 020 7974 3257

Introduction

The Information Governance Advice and Data Protection Officer Service is provided by a specialist data protection team. It provides schools and their governing bodies with expert advice and assistance and training on fulfilling their obligations under the Data Protection Act and compliance to the UK General Data Protection Regulation [GDPR].

The service provides a named Data Protection Officer which is a legal requirement under UK-GDPR. This service includes advice and assistance on general data protection issues, subject access requests and Freedom of Information (FOI) and Environmental Information Regulation (EIR) requests.

Description

A named Data Protection Officer for your school.
DPO will help the school operate within the law and plays a key role in the school's data protection governance structure and helps improve accountability.

- They undertake the following responsibilities:
- Monitoring compliance with the UK-GDPR and other data protection laws
 - Acts as a contact point for the ICO
 - Has due regard to the risk associated with processing operations, and takes into account the nature, scope, context and purposes of processing.

The named DPO for this service is also the Council's DPO and therefore we have the Council resources to call on as required such as qualified data protection professionals, specialist lawyers, training resources and facilities.

The Specialist Data Protection Advisory Team

To support the school to be UK-GDPR compliant and embed Data Protection principles, providing approximately 10 working days of officer time for each school per annum.

Online e-learning

Online e-learning module on Information Handling in schools.
This is available for ALL members of staff via a link allowing them to access the e-learning anytime and anywhere to be completed at a time that suits them.
This module is based on the council's Information Handling eLearning module that is mandatory for all staff.

The team will

- Have face to face or online meetings with the school leadership teams
- Provide basic training and awareness for all staff face to face where requested

- Provide access to an e-learning module on information handling for all staff
- Help the school implement an action plan to maintain compliance with UK-GDPR
- Provide a full toolkit of templates and guidance specific to schools that are fully UK-GDPR compliant
- Help with data breach notification procedures
- Guidance and advice on maintaining the school's information asset register
- Carry out a data audit and produce an annual Data Protection Report for each school.

FOIA and EIR

Guidance and advice on the Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR)

Data Subject Rights and Subject Access Requests

Support and advice on data subject rights including subject access requests and disclosure requests from courts and the police.

Records Management and Retention Advisory Service

A service that provides expert advice and assistance and training on managing records, retention schedules and archiving.

Schools hold a lot of paper records and files and Camden schools have identified a need for a record management solution for these paper records.
The records management team will;

- Provide advice and guidance on a retention schedule to sit alongside the information asset register and ensure UK-GDPR compliance
- Rollout to schools of the Council's Electronic Records Management System, Content Manager for record e-storage
- Carry out a records audit to develop a record management classification structure that meets the individual needs of the school and allows them to store files in an orderly way
- Provide advice and guidance to ensure that any records that are no longer required are securely disposed of
- Provide training to key staff on Record Management procedures with an aim to have these incorporated into everyday working process.

Service Fees & Charges

Annual subscription £2,000 per school
For schools with less than 40 pupils: £1,000 per school

Insurance and Tree Service

Contact: Simon Roberson, Insurance Manager
Email: simon.roberson@camden.gov.uk
Telephone: 020 7974 5790

Contact: David Houghton, Tree Manager
Email: David.Houghton@camden.gov.uk
Telephone: 020 7974 1567

Introduction

The Schools Insurance Service provides a package of property, liability and other insurances for all participating members and the provision of arboricultural services for the maintenance of trees. The Insurance Service has considerable experience in insurance and claims handling in both the local government and private sector and also draws upon the resources of insurance consultants, major local authority insurers and loss adjusters. We aim to meet collective and individual requirements and can access the insurance market through our retained brokers if our main insurers or regular suppliers do not have a satisfactory product. Schools are welcome to contact the insurance section to discuss their requirements. If your school is part of the Schools Insurance SLA, then this includes the trees on your school premises to be inspected every 2 years for safety and maintenance requirements. The service also undertakes ad hoc tree inspections for tree work outside the cyclical programme, and schools are covered by the council's out of hour's emergency call out trees service via Contact Camden (020 7974 4444).

The Tree Service manages the Council's corporately funded annual tree planting programme with an annual tree planting target of 400 trees, which includes schools at no additional cost to the school. The Council has a termly tree contract in place with a third-party provider, who is managed by the Tree team.

It is important that any trees on a school's site are inspected on a regular basis to ensure the responsibilities relating to 'duty of care' and tree related legislation is met. The Council's Tree Policy can be downloaded from: www.camden.gov.uk/trees

We provide specific advice to schools that participate in the Insurance & Tree SLA.

Details of our service offer

Schools can consult the accompanying detailed service specification document held on myDrive for further information of the service or contact the Insurance or Tree Service for a detailed description of the type and extent of cover provided, including:

- Property insurance:** Covers fire, flood, subsidence including tree related damage, theft, accidental damage and damage to fixed glass Fidelity guarantee: Insurance for loss of money through the fraudulent acts of employees or school governors
- Liability insurance:** Including liability insurance for the following: public liability; employers' liability; libel and slander; official indemnity



Business interruption: Insurance is provided for additional expenditure necessarily and reasonably incurred in avoiding or diminishing interruption of or interference with the school’s usual activities arising out of damage to school property

Plant insurance: The insurance section arranges a contract to provide for the inspection of lifts and lifting equipment necessary to satisfy statutory and health and safety inspection requirements. The inspection of pressure systems, boilers, heating plant and associated equipment necessary to satisfy statutory, health and safety and insurance inspection requirements together with insurance of such plant and equipment

Money insurance: The service includes insurance of “negotiable” and “non-negotiable” money in safes, in the custody of employees, in transit etc. subject to various limits, terms and conditions.

For 2023-24 LBC agreed to match the RPA offering for insurance at £18 per pupil. In addition, schools were charged for Engineering Inspections and for tree services. This is going to be repeated for 2023/24 at £19 per pupil in line with this years’ RPA premium

If you wish to discuss your school’s insurance requirements, please contact the Insurance Manager.

Legal Services

Contact:	Rita Biddulph, Education Solicitor
Email:	rita.biddulph@camden.gov.uk
Telephone:	020 7974 5749

Introduction

We aim to provide excellent legal advice to the schools in the London Borough of Camden. We will give clear, concise and prompt legal advice so that schools can know from the start the likelihood of obtaining the outcome they wish to secure. Our lawyers provide step-by-step guidance through every stage and ongoing assessments of the prospects of success. We will seek wherever possible, a positive solution which is in accord with the ethos of the school. If the case requires robust action, we will do so to protect the interests of the school and to protect rights of the school community.

The services offers:

We have lawyers who are experts in education law, employment law, contract law, etc and are committed to providing an excellent service to all the schools in Camden. We also provide bespoke training to Headteachers, senior staff and governors on aspects of education law.

As an in-house team we have the same values as the Camden Schools. We provide value for money by providing precise, easy to understand legal advice and we are easily accessible by telephone and email.

For 2023/25, we have not increased our annual retainer.

Additional legal support beyond the SLA is provided if the matter becomes the subject of court or tribunal proceedings. The cost of this additional service are outlined below and represent exceptional value for money when compared to private firms.

However, if an issue arises of a very specialist nature or if there is no capacity in house, we may need to refer the case to external solicitors or Counsel. We have obtained special rates for these external legal resources due to our purchasing power as part of a consortium of London Boroughs. A referral to external solicitors or Barristers will only happen if you agree with the referral and the costs.

SLA and other fees/charges:

Cost of the service (excluding disbursements and counsel’s fees) is as follows:

- Primary and special schools: £561
- Secondary schools: £1,428.

Additional legal support beyond the SLA if the matter becomes the subject of court or tribunal proceedings. £100 per hour for a lawyer.

If an issue arises of a very specialist nature or if there is no capacity in house, we may need to refer the case to external solicitors or Counsel. We have obtained special rates for these external legal resources due to our purchasing power as part of a consortium of London Boroughs. A referral to external solicitors or Barristers will only happen if you agree with the referral and the costs.

Property Management –Repairs and Maintenance

Contact: Shola Matiluko, Contracts Performance and Commercial Manager

Email: shola.matiluko@camden.gov.uk

Telephone: 020 7974 4518

Introduction

Camden FM offers an ‘in-house’ repairs and maintenance service managed and delivered directly by Camden staff. Our aim is to provide a non-profit making, high quality service to enable you to focus and spend more on educational areas.

The service consists of a team of in-house engineers and specialist sub-contractors whom undertake planned preventative maintenance and reactive works for:

- Electrical systems;
- Air conditioning;
- Ventilation;
- Plumbing / water hygiene systems;
- Heating and hot water;
- Minor fabric works;
- Fire safety;
- Security systems;
- Catering equipment; and
- Lifts.

The service offers

This is dependent on the package selected, however, below is an overview of the services provided at the end:

- Statutory testing and maintenance for all building related mechanical and electrical (M&E) services;
- Bespoke planned preventative maintenance planner (PPM) for your school;
- Reactive building related repairs;
- Emergency response service 24/7;
- Access to online portal to review your repair and maintenance information;
- Building logbook;
- Water hygiene logbook;
- Reviewing water risk assessments and assistance with management of actions;
- Technical support in M & E repairs;
- Adhoc training for site staff on items such as BMS and heating systems;
- Assistance with management of insurance inspection reports and actions;
- Management of small improvement works; and
- Support for building sustainability implementation.

The service options

The options for the base service are:

Option number	Option details
Option 1	PPM and statutory testing only. Any repairs or works arising from testing fully chargeable.
Option 2	PPM and statutory testing. In addition, a repairs fund is included in the overall cost. This would be used to draw down against repairs under £300. Any surplus returned to schools, but any shortfall would need to be paid for by the school. Regular statements of spend will be provided to schools.

Costs

Individual costs will be provided to each school currently within the agreement. This cost will be based on the assets within the school which require maintenance. It will be costed in accordance with how long the maintenance takes or the pass-through costs obtained from our specialist supply chain. There will be regular review of costs as and when there are changes in assets.

If you are currently not part of this arrangement and would like a no obligation cost for your school, please contact Corrine Sinfield by email at corrine.sinfield@camden.gov.uk.

Additional services

The following are additional services outside of the base cost which would be charged separately:

- For option 1 schools – all repair or replacement items;
- For option 2 schools – all repairs or replacement items (M & E) over £300;
- Building fabric repairs;
- Improvement works;
- Project management of larger works; and
- Procurement of materials i.e. lamps and bulbs

Please note that we are currently unable to offer the additional services to schools not within one of the core options.

For detailed service information please refer to the CSS Service Specification Brochure.

What do our current customers say about the service?

‘I am a huge Camden FM advocate – one of the best services from the SLAs we subscribe to. Cannot fault a single member of staff or the service they each provide, everyone goes above and beyond and I would be lost on a number of days here without their support.’

‘I have to say that since the end of the BAM contract the Camden FM provision has gone from strength to strength. You are quick to respond from a practical point of view in getting contractors to the school and the administration side of things has really improved from the BAM days, quotes come through quickly and when we confirm the work the contractors attend in a timely fashion. It has certainly helped the school deal with site issues without having to spend hours chasing up paperwork and absent contractors. Thank you to all the Camden FM team.’

Property Management - School Meals

Contact: Shola Matiluko, Contracts, Performance and Commercial Manager

Email: shola.matiluko@camden.gov.uk

Telephone: 020 7974 4518

Introduction

The school meals service offered by Camden through our school meals contractor was jointly procured with Islington Council in April 2018. The contract is for five years, with an option to extend for up to a further two years. It followed consultation with the stakeholders and work with schools’ representatives to develop the specification and evaluation of the tender.

The contractor will provide over 10,000 meals daily at 50 schools for all pupils and staff who wish to purchase them, as well as for all pupils eligible for free school meals. The catering contract requires that all schools be offered a two-choice hot meal, which must comply with the Camden School Meal Policy and the national nutritional standards for school lunches.

We have a highly qualified and experienced liaison officers in place, working alongside Camden’s health improvement practitioners and Public Health to ensure that pupils have access to nutritious and delicious meals. We place a great importance in ensuring that the service offers to schools are right and appealing to pupils, meet Camden School Meal Policy and individual school requirements.

Details of Service

Camden’s school meal service provision is intended to offer an excellent standard of school meal service that includes:

- the provision of high quality and healthy food;
- a whole-school approach to meals;
- a motivated and valued workforce;
- good communication, and
- a focus on sustainability.

The meals are cooked daily on site with fresh ingredients meeting or exceeding government nutritional standards. Camden school meal service uses the Soil Association Food for Life Silver Standard. To achieve this, the ingredients used in the production of the meals must be seasonal and locally fresh produce, ethically and environmentally sourced and at least 5% organic.

What we offer

- Procurement of the service, delivering and managing the contract;
- Menu planning and nutritional analysis;
- Monitoring of the contractor’s performance;
- Visiting schools daily (on a rotating basis) to check the meals, health and safety and food hygiene standards;
- Meeting with headteachers / school representative and school councils to discuss any issues/concerns and requests for improvements;
- Meeting the contractor at least every month to ensure quality and sustainability targets are being met; and
- Kitchen design planning for upgrades and refurbishment where required.
- Advising on kitchen requirement / replacement and purchase of dining equipment;
- Support to schools for healthy eating activities; and

- Arranging payments to the contractor on monthly basis.

In addition, for the schools within the Camden FM contract;

- Organising kitchen repairs and statutory testing, e.g. for gas safety
- Organising deep cleaning of kitchens including ventilation system

Benefits to your school

- Regular audits and satisfaction survey in ensuring service standards are maintained and improved.
- Procurement of borough wide contract to ensure economies of scale and no financial risks to schools.
- Access to healthy, nutritious and balanced meals.
- Transparent financial management information.
- Dedicated and experienced liaison officers for individual schools who ensure any issues are resolved without delay.

SLA and other fees / charges

Management / staffing cost for 2023/24: £2,263 per year subject to annual review.

Light equipment cost: this is not part of the SLA and schools will be required to purchase the items, as and when required.

The above is the SLA cost for managing the service. Meals costs are paid in addition, in accordance with contract prices.

Please note the prices below are the current prices. We expect a price increase of approximately 10% as per the indexation, these will be confirmed by April 2023.

Primary meal (free and paid)	£2.29
Adult meal	£2.40
Secondary free meal	£2.40

We will keep you informed of these price increases. If you require further information on this service, please contact:
Pat Lomotey - Pat.Lomotey@camden.gov.uk
Reza Kahn - Reza.Kahn@camden.gov.uk



Schools Finance

Contact:	Victor Saunders, Team Leader Schools & DSG
Email:	victor.saunders@camden.gov.uk
Telephone:	020 7974 5254
Contact:	Joe Lynch, Schools Financial Advisor
Email:	joe.lynch@camden.gov.uk
Telephone:	020 7974 4507
Contact:	Brenda McShane, Schools Accountant
Email:	brenda.mcshane@camden.gov.uk
Telephone:	020 7974 2170

Introduction

The service provides financial advice and support to schools in meeting their financial responsibilities. Schools have a responsibility to effectively manage the funding provided including ensuring a sound system of internal control, financial planning and achieving value for money. Compliance with the Council's financial delegation scheme for schools is a key part of that process as is the correct recording and authorisation of financial transactions.

Description of Services

Camden's schools finance team provides financial advice to schools to assist them in meeting their financial responsibilities. The service is available via phone, email and personal visits and includes:

- Telephone Advice Service
- School visits
- Support for R. M. Finance
- Support for CFR Returns
- Budget Preparation Support
- Budget Monitoring Support
- SFVS Return Support
- Finance Officer Cover – Primary, Special and Nursery
- Absence Fund Scheme - Primary, Special and Nursery

Camden has a range of statutory responsibilities for education and, as part of that, provides all schools with the following services:

- maintaining a school funding formula to enable dedicated schools grant to be distributed between individual schools and other providers
- distribution of other specific government grants and related guidance / requirements that schools need to ensure compliance
- production of procedures and guidance setting out duties of schools to maintain delegation of funding from the authority
- statutory VAT returns and refund of VAT incurred
- Bank payments and cash management
- Completion of statutory returns

- Checking and processing quarterly returns
- Provision of Cedar reports
- Quarterly balancing of school records with Cedar
- School quarterly monitoring
- liaison with internal and external auditors
- internal audit check of individual schools once every five years
- support for schools in financial difficulty
- production of annual statutory accounts as part of the authority's accounts.

SLA Annual Charge

Standard Finance Package 2023-24 - £1,508



Schools IT Support Service

Contact:	Alex Marinos, Schools Services Manager
Email:	alex.marinos@camden.gov.uk
Telephone:	020 7974 2465

Introduction

The Camden Schools IT Support team is committed to providing full managed high value service to our schools.

The service is customer focused and pro-active. We offer professional advice and assistance with the use of ICT to support excellence in schools through effective curriculum delivery and efficient administration. Based as we are within Camden LA, we are fully conversant with the needs of Camden schools and can tailor our support accordingly. In partnership with our education community, we intend to develop further service enhancements in Information Security and digital skills for school staff.

Details of our service offer to Camden schools

- Advice, consultancy and technical support for ICT in the whole school
- Dedicated expert team to support and train staff in the use of school management information systems such as RM Integris, RM Finance and Tucasi Schools’ Cash Office and support the production of statutory returns to the LA and DfE
- Complete management of a schools’ ICT network, both wired and wireless
- Advice and project development for new ICT solutions
- Installation of all IT Equipment, from desktops, laptops, tablets and servers to entire networks
- Repairs to PCs, laptops and other ICT equipment and AV equipment
- Proactive maintenance, i.e. health checks
- Service desk support
- Remote support for both equipment and users
- Data backup (both on and off site)
- Advice on disaster recovery plans
- Apple Mac support
- Google Chromebook support
- Tablet support (e.g. iPads)
- Ability to send multiple resources to tackle complex issues if they arise
- ICT procurement advice service
- Dedicated technicians willing and able to work alongside you for the benefit of your school
- Software packaging, testing and deployment
- Research and innovation – keeping schools up to date with latest technologies
- Working with the school to support computing resources, with the aim of raising attainment
- Papercut – Managed printing solution, user license
- Offsite backup
- Apple iPad device management

Primary School SLA 2023/24

- 1 form entry £14,695
- 1 ½ forms entry £15,450
- 2 form entry £17,895
- 3 form entry and bespoke packages, please contact SitSS
- 3rd level support (School retained site technician) £10,995

Additional charges for 2023/24

Microsoft – licensing, includes OS, Office and 365 this will be charged at £50 per school employee.

Secondary School SLA

Secondary School SLA £129,995

Additional charges for 2023/24

Microsoft – licensing, includes OS, Office and 365 this will be charged at £50 per school employee.



Camden Careers and Connexions Service

Contact:	Miriam Hatter, Service Manager
Email:	Miriam.hatter@camden.gov.gov.uk
Telephone:	020 7974 7374

Introduction

Camden Careers is a careers advice and guidance service, supporting schools to deliver their “duty to secure independent and impartial careers guidance for all students in Y7 to Y13”. This is in accordance with The Education (Careers Guidance in Schools) Act 2022 which came into force on 1 September 2022. The Act also establishes consistency across education settings by extending the statutory duty to academy schools and alternative provision academies in England.

Camden Connexions offers an information, advice, guidance and support service to those at risk of becoming NEET (not in employment, education or training) and vulnerable pupils (e.g. young carers, SEND pupils and those on pupil premium).

The Careers and the Connexions services have achieved the National Matrix Quality Standard for Information, Advice and Guidance services. The Service is delivered by post graduate qualified careers guidance practitioners with strong youth engagement skills and an in-depth knowledge of local and regional education and career pathways

Camden Careers Service offers:

- Guaranteed expert careers information, advice and guidance from a post graduate qualified Careers Adviser;
- Specialist led 1:1 guidance interviews for students of different ages and abilities. Additional support given for larger audience’s e.g. vocational and option choice talks;
- Attendance at parents’ evenings and school events;
- Yearly Matrix Standard accreditation to verify the quality of service;
- Impartial and accurate careers and employability information provided by specialists with links to key education and employer partnerships in Camden and across the London Area;
- Detailing and promoting the range of Post 16 opportunities and where appropriate alternative education pathways;
- Careers action plans produced for SEND pupils; and
- Termly reporting on Careers interviews mapping student’s 1st and 2nd post 16 choices.

Camden Connexions offers:

- Early identification of students at risk of becoming NEET through liaison with key staff and attendance at relevant inclusion meetings;
- Personalised face to face information, advice and guidance - raising aspirations and promoting resilience;
- Planning the smooth transition into post-16 education and training for the most vulnerable school pupils;
- School link for alternative education, ensuring all pupils receive careers guidance and transition support;
- Attend transition reviews and follow up support for pupils with special educational needs and disabilities (SEND);
- Track and support NEET school leavers including early leavers;
- Working with families so parents and carers can understand their child’s options and pathways; and
- Liaison with employers and local post 16 education providers.

Additional Services

- The Camden Careers Forum: this is a termly forum for school careers managers and careers leaders facilitated by Camden Careers and Connexions service. Allows for sharing good practice and gives strategic guidance to Camden schools so supporting a high-quality careers education programme that meets the 8 Gatsby Benchmarks www.goodcareerguidance.org.uk
- Achieving the Matrix Kite Mark will also ensure that schools meet the statutory requirements set out in Guidance for schools published September 2022.
- The September Guarantee: Ensure duty to deliver the ‘September Guarantee’ is met (recording of all Camden school pupils, offers of a place in learning) and producing a Year 11 destinations survey for all schools
- Links to follow up services: As part of the broader Camden Integrated youth support service, the Camden Careers and Connexions service supports early leavers and NEET young people back into education, training, and employment.

Fees and Charges

£230 per day



Duke of Edinburgh Award

Description of Services

Camden’s Integrated Youth Support Service holds a licence to operate the DofE across the borough. For an annual fee of £950, we are offering schools, colleges and universities the opportunity to work under this licence and receive a dedicated level of support to ensure the successful management and delivery of a DofE programme. This includes:

- A step-by-step administration process and programme training that has supported local schools to achieve up to a 70% completion rate;
- Advice and guidance from an experienced programme manager;
- Support with applying for DofE funding applications;
- Support to set up centre infrastructure and train up a programme delivery team;
- Support with promoting the award to pupils eligible for the award;
- Monday to Friday support with your programme via email, phone calls or 1:1 support meetings at your location;
- Virtual meetings with teachers, participants and volunteers during COVID-19 restrictions
- Administration support with setting up staff DofE accounts, adding participant plans, managing infrastructure, award verification and guidance on pupil enrolment process. An enrolment fee per participant* applies and there is no upper limit to how many students the school can register;
- Access to template documents including risk assessments, supervision plans, emergency procedures and other useful programme documentation;
- Access to loan expedition equipment including tents, stoves, sleeping bags, ground mats, rucksacks, waterproofs, maps, compass’, GPS units, first aid kits and other emergency kit;
- Access to subsidised training courses: Introduction to the DofE, Expedition Supervisor Training Course, Expedition Assessor Accreditation Scheme, Expedition Skills Module, Countryside Leaders Award and Outdoor First Aid;
- eDofE training will be provided for all new leaders and refresher courses can be organised if needed;
- Approval of awards and issuing certificates for Bronze and Silver. Approving Gold Award notifications for the Gold Award Presentation;
- Leader and co-ordinator meetings providing regional and national updates. These meetings facilitate sharing of good practice and provide support to the leaders and co-ordinators;
- Regular eDofE progress data reports highlighting group support needs; and
- Support with finding sectional activities for volunteering, physical and skills.

Expedition Services

A full pre-expedition training programme that covers the official DofE expedition training framework. This can be delivered at school or in the local area over two days. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.

DofE Silver and Gold Award Expedition Training

A full pre-expedition training programme that covers the official DofE expedition training framework. This can be delivered at school or in the local area over two and a half days. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.

DofE Bronze Award Practice Expedition

Delivery of a 2-day practice expedition in an open countryside area within 1-2 hours train journey time from London e.g. Ashdown Forest or Epping Forest. Our qualified and experienced staff will train your

participants and help them to apply the knowledge and skills learnt during the expedition training days. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.

DofE Bronze Award Qualifying Expedition

Delivery of a 2-day qualifying expedition in an open countryside area within 1-2 hours train journey time from London e.g. Ashdown Forest or Epping Forest. Our qualified and experienced staff will supervise and assess your participants providing them with appropriate support and supervision to complete their qualifying expedition. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.



DofE Silver Award Practice Expedition

Delivery of a 3-day practice expedition in an open countryside/forest area within 1-4 hours train journey time from London e.g. South Downs or the New Forest. Our qualified and experienced staff will train your participants and help them to apply the knowledge and skills learnt during the expedition training days. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.

DofE Silver Award Qualifying Expedition

Delivery of a 3-day qualifying expedition in an open countryside/forest area within 1-4 hours train journey time from London South Downs or the New Forest. Our qualified and experienced staff will supervise and assess your participants providing them with appropriate support and supervision to complete their qualifying expedition. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.

DofE Gold Award Practice and Qualifying Expedition

Delivery of a 4-day practice and 5-day qualifying expedition in a UK wild country area such as the Yorkshire Dales, Peak District or Brecon Beacons. Our qualified and experienced staff will train your participants and help them to apply the knowledge and skills learnt during the expedition training days. They will also supervise and assess your participants providing them with appropriate support and supervision to complete their qualifying expedition. This is costed per team of 4-7 participants on a 1:7 staff to pupil ratio.

Please note that all of the above include staff, campsite fees and equipment loans. Transport to and from the expedition, participant’s food and camping gas are not included. These items will need to be arranged and paid for separately by the school and/or participants. Schools will also need to provide at least one member of staff to attend expeditions and training, potentially more staff will be needed for larger expeditions. The maximum expedition size is four groups per venue.

Staff accreditation support

Introduction to the DofE for Leaders

For Leaders or assistant Leaders who are new to the DofE, this course will provide all the necessary knowledge needed to manage a DofE group and support participants in the completion of their programmes.

Expedition Supervisor Training Scheme

This course covers: understanding the roles of adults in the expedition assessment, understanding the process of remote supervision, emergency procedures and the duty of care held by the Supervisor.

Expedition Assessors Accreditation Scheme

All Expedition Assessors who attend and complete the scheme will become nationally accredited with transferable recognition for assessing DofE expeditions.

Mountain Leader Award

The Mountain Leader Award (ML) is for adults who wish to lead treks, high camps and expeditions in challenging terrain across the world. The training programme develops skills and experience working in the outdoors, managing inexperienced groups and handling emergency situations. The ML training and full award is a valuable accreditation for D of E staff as it improves their awareness and abilities when leading young people out into wild areas (particularly Gold groups)

Creative Services

Contact:	Ros Daniel, Creative Services Manager
Email:	ros.daniel@camden.gov.uk
Telephone:	020 7974 1985

Introduction

Our creative services team is a not-for-profit service, operating as the in-house team at Camden council and also working for a range of external clients. We offer a full creative design service, including graphic design, digital communications, brand house style guardianship, animation and web design.

We have expertise in print buying, working with local suppliers, offering competitive printing costs and value for money.

The team is based on 5th floor 5 Pancras Square.

- School prospectuses and other promotional materials
- Digital online projects, including website design and digital content support
- Brand identity and style guidelines
- Leaflets, posters and promotional banners
- Photography and illustration
- Video and animation
- Print procurement

View our portfolio at camdencreative.myportfolio.com password: **creativeservices**

Fees and Charges

Quotes / estimates provided on request.



Procurement Service

Contact:	Patrick Walsh, Senior Category Manager
Email:	Patrick.Walsh2@camden.gov.uk
Telephone:	020 7974 2354

Introduction

Camden Procurement has a range of support to Camden’s schools aiming to improve both financial and quality outcomes. We have considerable experience in providing procurement advice - fully consistent with financial and legislative regulations and directives for public sector entities.

We also provide schools with access to a range of high quality and highly competitive services – through the Council’s corporate contracts. Please note there are contracts for the following categories:

- Schools Meal provision
- Energy, access to group energy contracts
- Insurance
- Capital Project requirements
- Fleet including school buses and specialist vehicles
- Landscaping, works and ground maintenance.

Details of our service offer for Camden schools

Our traded procurement support for Camden’s schools centres on undertaking procurement exercises for either single schools or groups of schools. This includes procuring directly, or from framework agreements that are available for use. Requests or queries regarding traded procurement support should be made through the business partner for schools (and not made directly to the procurement service).

We provide a range of support for Camden schools including:

- Information on how to access Camden corporate contracts or public sector frameworks,
- Information to help schools evaluate the financial and service benefits of doing so
- General advice and information on procurement, based on industry best practice covering:
 - Pre-procurement issues such as ‘how do I source a product or service?’
 - Procurement advice in relation to current sourcing processes that may be under way
 - Post procurement contract negotiation and implementation
 - Contract management and performance issues including termination / novation.

Fees and charges:

Price depends on the complexity of the need and would be subject to change.

We offer a free telephone support service providing advice and signposting on accessing frameworks which may be available for your current requirements and how to access them, as well as providing general procurement support.

Camden Schools Services
Full Standard Terms and Conditions

For the Avoidance of Doubt

If there is any inconsistency between any of the provisions of the Service Specification, the School’s SLA agreement with the Council (“SLA”) and these CSS Ts & Cs) then the provisions of this agreement shall prevail.

1. Definitions

“Agreement” means these terms and conditions.

“Calendar Bookings” refers to the agreed delivery patterns and times for a product available online or by other means as agreed with the Site Customer.

“Camden Learning” is a not-for-profit school improvement company partnership between Camden schools and the London Borough of Camden. The registered address is Floor 11, 5 Pancras Square, Camden, London N1C 4AG.

“CPD Training Course” means any continuing professional development training course offered and booked or ordered by the school or client customer

“Customer” or “Site Customer” means the school or client Customer referred to in each Order, A Quote or Price Offer will equate to an agreed price after having been ordered as a required Product or Service.

“Invoices” means sales invoices from the Council’s Camden

Schools Services, sent to the Site Customer for the Price of Products or Services ordered online or otherwise booked as a confirmed order.

“Order” means a confirmed request for Products or Services received by Camden Schools Services from the customer.

“Price” means the amount payable to Camden Schools Services for the Products or Services as specified in each Order. A Quote will constitute a confirmed amount to be paid for charging purposes.

“Products or Services” means any products or services ordered by the Site Customer as contained in any Order,

A “Proposal” or “Price Offer” refers to any service proposal which may form part of this Agreement.

“Service Level Agreement Subscription” refers to products and services supplied by Camden Schools Services (or partners organisations trading on CSS’s

behalf) over the period of normally one year covering 12 months (1st April to 31st March) or in certain cases one academic year (1st September to 31st August) as applicable. Multi-year arrangements will apply for each calendar year in sequence. “Quote” means a priced offer given by Camden Schools Services or Camden on its behalf for the provision of Products or Services to the Site Customer and refers to any Quote attaching to this Agreement by online transaction processing or other means.

2. Products and Services

- 2.1. Camden Schools Services (“CSS”) agrees to supply and the Customer agrees to purchase the Products and Services with the terms and conditions as set out in this Agreement and those forming the on-line checkout process.
- 2.2. CSS will endeavour to provide the Products and Services to the Customer in accordance with the defined Order, Quotation or Price Offer.
- 2.3. CSS provides school support services through 12 month Service Level Agreement Subscriptions (SLA). These SLA’s will be supported by clearly written service specifications and Key Performance Indicators (KPIs) (viewable on the Camden Learning myDrive platform).
- 2.4. We may choose to provide Products and Services by the use of recognised contractors and trading partners. Where this occurs this will be identified in the CSS brochure and other supporting documentation and will be explained each service offered by CCS.

3. Payment

- 3.1. The Site Customer agrees to pay CSS or in accordance with the service payment requirements, and the Price for the Products and Services.
- 3.2. Payments should be made via Journal Transfer BACS transfer. Where the Site Customer may wish

to pay by cheque in exceptional instances only; this payment should be made and sent in accordance with the instructions printed with any invoice. In certain instances, some Site Customers (London Borough of Camden schools only) may choose to pay their accounts by application of direct cashflow deduction in accordance with the facilities in force from time to time for that service with the CSS.

- 3.3. CSS reserve the right to charge interest (at a rate of 4% per month or as otherwise in force from time to time) calculated on a daily basis from the date payment is due until payment is received.
- 3.4. If a Customer has paid for Products and Services that for any reason CSS are unable to provide, other than in situations where the Products cannot be provided because of some act, failure to act, delay or negligence on the part of the Customer. Either the delivery of the product will be delayed, to such time that CSS can arrange to deliver it or the Customer will be refunded or not charged for the Products.
- 3.5. If a Product or Service has been requested by the Customer without a written order and the customer accepts delivery of the requested Product or Service, this will constitute an Order and the Customer will be subject to these terms and conditions and charged for that Product or Service.

4. Quotations and Proposals

- 4.1. The Customer, by signing the Quotation or Proposal, accepts the Price proposed by CSS for the Products and Services offered shall be bound to pay that Price.

5. The Obligations of the Service Supplier

- 5.1. CSS shall make every endeavour to provide the Products and Services in accordance with the Order, Quotation, Proposal and any other specific requirements that have been agreed between the parties in writing.
- 5.2. Should any revisions to the Quotation be required, for example because of a necessary change of specification or price, CSS will advise the customer of these revisions and agree the details of the final order before order confirmation is made.
- 5.3. CSS shall not be responsible for prices changes from equipment and other third party suppliers, but will make every endeavour to advise the Customer of any changes and the impact on any order.

6. Delivery

- 6.1. CSS shall endeavour to deliver the Products at the time and date and in the manner specified by CSS, or as otherwise agreed with the Customer.
- 6.2. The Products may, by mutual agreement, be delivered in advance of the delivery date quoted on the Order, Quotation or Proposal.
- 6.3. CSS shall normally run from 1st April ending 31st March. Annual Subscription Products delivered for a school academic year basis shall run from 1st September ending 31st August. Orders for more than one year shall be for multiples of full academic or financial years.

7. The Customer's Obligations

- 7.1. The Customer shall provide CSS, in good time with all necessary information or confirmations required to undertake, perform or provide the Products or Services.
- 7.2. The Customer will provide reasonable access to its premises if CSS or its trading partners reasonably require it for the delivery of the committed Products or Services.

8. Modifications and Variations

- 8.1. In exceptional circumstances, CSS may need to vary the schedule, content or delivery of the Products or Services and will advise the Customer of their intention to do so.
- 8.2. In some instances, individual Products or Services may have discreet terms and conditions applicable to their particular Product or Service. These shall be in addition to the terms and conditions outlined herein. Should there be any conflict between these terms and conditions and the other terms and conditions then the order of precedence will be as stated in the additional terms and conditions.

9. Termination/Cancellations

- 9.1. CSS sets out clear policies for termination of services or contracts. Either party may cancel any or all of the Products or Services contained in the Order, Quotation or Proposal by giving the other at least six months written notice for SLA subscriptions and not less than 12 weeks for all other and services.

- 9.2. If the Customer gives CSS less than 6 months for SLA services or notice 12 weeks' notice for other products, or cancels part-way through delivery of the Products or Services, it may be liable for the full cost of the Product or Service ordered or charged any costs that CSS incurs as a result of the cancellation, up to the full cost of the identified Product or Service.

- 9.3. In the event that CSS are unable to supply all or any part of the Products or Services, it shall refund the Customer for that part of the Products it cannot deliver or amend its charge as might otherwise be agreed with the Customer.

- 9.4. If CSS has scheduled products or services to take place on the Customer's site, and the Customer fails to advise CSS; or its trading partners of any change in the schedule of those who will be receiving the Products or Services within 48 hours before the Service is due to be carried out or the Products are due to be delivered, then those Services or Products shall be deemed to have been delivered and will be charged for.

- 9.5. If delays are caused by the Customer not responding to CSS with suitable delivery times to enable a delivery to be made, CSS may either extend the time in which delivery of the order can be fulfilled; and if no further action is taken after an extension of time is granted, may deem the products to have been delivered and the Customer will be charged accordingly.

- 9.6. If a Party is in breach of a material term of this Agreement and despite written notice from the other Party, fails to remedy such breach within 30 days, then the other Party shall be entitled to terminate this Agreement with immediate effect.

- 9.7. CSS may cancel all or part of the Products or Services (and may refund a reasonably apportioned percentage of the Price on a quantum merit basis) if it is considered that, the usage of the Product or Services exceeds what is consider reasonable usage under all the circumstances.

- 9.8. If the Customer cannot attend a training Course, they shall give no less than 5 working days written notice and have the right to defer to another date, subject to availability. Cancellation after the start of the course, or if no cancellation notification for a booking, will be subject to a non-attendance penalty charge.

- 9.9. If the Customer does not attend a training course or does not give notice as required by clause 9.8, then the Customer may be liable for the full cost of the training course or as otherwise agreed.

10. Non-Solicitation of Employees

- 10.1. The Customer shall not, for a period of 12 months from the date of delivery of the Products or end date of the Services, (except with the prior written consent of CSS) directly or indirectly solicit or entice away (or attempt to solicit or entice away) from the employment of London Borough of Camden any employee, worker, consultant, associate or other person involved in the delivery of any Products or Services ordered under this Agreement.

- 10.2. The Customer shall not solicit similar Products or Services, as it may have in the past received from the London Borough of Camden, from an employee of or the London Borough of Camden via a private arrangement with that employee.

- 10.3. If the Customer breaches clauses 10.1 or 10.2 above; it shall without prejudice to any other rights or remedies of the CSS (London Borough of Camden Council), on demand, pay a sum equal to either three months' basic salary payable by either party to that employee or worker, or five times the Price for the Product or Services in the case of a consultant or associate plus the recruitment costs incurred by the Council in replacing such person.

- 10.4. To assist CSS (the London Borough of Camden) safeguard their intellectual property, we ask the Customer to inform us immediately, should former employees of the London Borough of Camden to provide Products or Services, which CSS can or would normally provide a service, approach them.

11. Confidentiality and Data Protection

- 11.1. The Parties shall keep confidential all information pertaining to the Products and Services and this Agreement, unless otherwise agreed.
- 11.2. All information processed under this Agreement shall be dealt with in accordance with London Borough of Camden information sharing guidance, the common law duty of confidentiality, any guidance from the Information Commissioner's Office on information sharing, the Data Protection Act 2018 and compliance with the GDPR and the Freedom of Information Act 2000.

12. Health and Safety

12.1.CSS or other trading partners acting on its behalf and any of its personnel shall, when using the Customer's premises or facilities, comply with the Customer's policies and procedures relating to security and workplace health and safety.

13. Copyright and Intellectual Property

13.1.Copyright in all reports, documents produced by CSS in the performance or provision of the Products or Services shall remain vested with the London Borough of Camden. CSS will normally grant an irrevocable, royalty free license to the Customer to use such goods, reports and documents for the specific purpose of the Products or Services.

13.2.Any products or services, which the Customer shall purchase, may only be reproduced for non-commercial or training purposes on condition that the school, organisation or individual using it has purchased the Product or Service or because that school, organisation or individual has been granted authorisation to use this material by Camden Schools Services or by special agreement. For the avoidance of doubt, Products or Services may not be passed-on, resold, amended or delivered to a third parties (either for commercial or noncommercial purposes) who have neither purchased the Product or Service from Camden Learning or London Borough of Camden on its behalf or had the written permission of either party to use it.

14. Dispute Resolution

14.1.Concerns relating to the Products or Services provided under this Agreement should be raised in writing, in the first instance, with the nominated service contact person.

14.2.If the Customers' concern is not resolved it shall be escalated as set out in the Camden Schools Service complaints process, which can be found on the Camden Schools mydrive site.

15. Limitation of liability

15.1.CSS will provide and/or perform or procure the Products and Services for the Customer with reasonable skill and care and acknowledges that it may be liable to the Customer for any losses, damages, costs or expenses ("Losses") if a breach of the duty of care, wilful default or dishonesty is established.

15.2.CSS will maintain suitable insurance coverage at a level commensurate with an organisation of the Borough's size and risk profile, and include appropriate cover for employer's liability and professional indemnity.

15.3.The aggregate amount of liability of CSS whether to the Customer or to any third party, in contract, tort or otherwise, for any losses arising from or in any way connected with the Products shall be limited to a maximum ten (10) times the itemised contract value, or £200,000, whichever is lesser, subject to Clause 15.4.

15.4.CSS will not be liable if any claimed losses are due to the Customer providing false, misleading or incomplete information or documentation or due to the acts or omissions of any person other than an employee of the London Borough of Camden.

16. General

16.1.This Agreement constitutes the whole understanding between the parties and supersedes any prior discussions, negotiations, arrangements or agreements between the parties in relation to the Products or Services.

16.2.The invalidity or unenforceability of any provision of this Agreement shall not affect the continuation in force of the remainder of this Agreement.

16.3.The rights granted to either party under this Agreement shall not be waived except in writing. Any waiver of any of such rights or of any breach of this Agreement by either party shall not be construed as a waiver of any other rights or of any other or further breach.

16.4.Failure by either party to exercise or enforce any rights conferred upon it by this Agreement shall not be deemed to be a waiver of any such rights or operate to bar the exercise or enforcement thereof at any subsequent time or times.



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