



Protocol for operation of the swamwac Brokerage Scheme

Who may apply?

- Requests for support from any school within the swamwac region must be formally considered and responded to in accordance with this protocol
- Consideration/acceptance of requests from Authorities outside swamwac remains at the discretion of each Authority

Charge for new requests for support

- The charge for support under the Brokerage Scheme is £600 per day (£300 per half day/twilight session) . This charge covers:-
 - Preparation, delivery and an evaluation report if required.
 - one master copy of any handouts,
 - travelling costs within swamwac region at Authorities' standard mileage rates.
- Any overnight accommodation or travel outside the region occasioned by the support request will be an additional charge
- Any bulk requirement for materials, e.g. handouts for all participants, or any specialist materials will be an additional charge
- Generally there will be no charge for dealing with ad hoc telephone queries but Authorities reserve the right to charge if these result in a lengthy or ongoing commitment
- Authorities will ensure schools requesting support are aware of the charge to be incurred before confirming agreement to deliver the support requested.

Type of support available

- In school support
- Family/catchment schools support
- Bespoke training events
- Support for school reviews
- Whole school events

Process

- School (or Local Authority) expresses an interest in support, providing details either via web site form or direct telephone call to scheme Administrative Officer in the chosen Authority
- Administrative Officer /web site form records details of request and returns confirmation of request to school.
- Administrative Officer processes request for support within own Authority via internal agreed procedure
- Each Authority will have an internal procedure to consider requests within timescales set out in this protocol and either agree the support, if resources allow, or decline if not.
- Agreement to provide support/decline to provide support returned via Administrative Officer
- Administrative officer advises school (Local Authority).
- Where support is to be provided Administrative officer also confirms details to officer providing support and makes arrangements for charging to take place following provision
- Administrative Officer maintains statistics number of days of support provided, types of support etc.
- Any officer within the Local Authority receiving requests for support to schools in other Authorities (or to other Local Authorities) **must** ensure that the Administrative Officer is made aware of the request and its outcome, and receives the relevant details for confirmation and charging.
- In general all new requests for cross border support should be charged at the agreed swamwac rate. However, where there are existing arrangements/agreements at different

rates Authorities should decide for themselves whether to continue these, but should provided details to the Administrative Officer to be included in the statistical returns

Time scales

- Initial request from school/LA to be acknowledged and confirmed by phone/email within 2 working days (if booking on web site the acknowledgement will be forwarded automatically)
- Request for support to be considered within Authorities in accordance with internal procedures within a further 5 working days.
- Response accepting or declining the request to be returned to school/LA by no later than 5 working days
- Working days are Monday to Friday, term time only, excluding Bank Holidays.
- Requests received during school holiday periods will be dealt with as quickly as possible but may exceed the usual timescales depending on staff availability

February 2010 draft v3