



External Provider Presentations Guideline

In accordance with Board Policy #218.0 Healthy Schools and Workplaces, Healthy Schools and Workplaces Committees may facilitate the offering of a health education or well-being presentation by external providers during lunch or after school/office hours. The following guideline is intended to assist Healthy Schools and Workplaces Committees when considering or offering such presentations.

External Presenters

External presenters are defined as any representative of an organization outside of the York Region District School Board, including employees of the Board who may represent a business or community partner. While organizations outside of the Board may request a presenter fee, Board employees, their spouses, children, or parents/guardians may not request a fee as per [Board Policy #222.0 Conflict of Interest](#).

Healthy Schools and Workplaces Committees enter into direct agreement with the external provider for the arrangement of a presentation. Committees are encouraged to work with other departments and administration when considering offering an external provider presentation to maximize opportunity. Areas to consider include:

- joint collaboration with other departments or neighbouring schools;
- presentation space requirements;
- promotion of the presentation opportunity; and
- presenter fees and participant cost recovery, if applicable.

When selecting an external presenter, Healthy Schools and Workplaces Committees must ensure that they comply with the following minimum requirements:

- present educational content to equip staff members with skills and abilities to enhance their own personal or workplace well-being with existing resources;
- avoid marketing of particular brand names, products or services as being the preferred method to accomplish the health benefits included in the presentation;
- avoid distribution of materials in which logos or messages of political or for-profit organizations appear (as per [Board Policy #182.0 Distribution of Materials: External Organizations](#));
- ensure all presenters who will be in contact with students comply with [Policy #280.0, Volunteers in Our Schools](#), including completing Vulnerable Sector Screening as required; and
- offer healthy living or wellness recommendations in alignment with Health Canada regulations and guidelines and all Board policies and procedures.

When promoting an external provider presentation opportunity, Healthy Schools and Workplaces Committees must ensure that:

- it is clearly communicated that attending the presentation or workshop is completely voluntary and not mandated by the Board; and
- the presenter complies with the minimum requirements in the External Provider Presentations Guideline.

History

Working Document June 2014