

TERMS AND CONDITIONS FOR SCHOOLS

Please read the following terms and conditions carefully as they outline expectations and obligations between the Pause Breathe Smile Trust and your school. In order to sign up for the Pause Breathe Smile Professional Learning and Development Training (“the Training”), an authorised representative for your school is required to accept the following terms and conditions on behalf of your school.

ELIGIBILITY FOR TRAINING

This fully funded training, provided by Southern Cross, is available to schools catering to students in years 0-8. The funding covers the training costs for qualified educators and staff within the school who have a direct relationship with the school’s learners. This includes registered teachers, school leadership, teacher aides, school counsellors, and administrators employed by the school.

If you have individuals considered to be educators within your school setting but whose roles are not listed here, please contact us and the Trust will consider including them on a case-by-case basis.

The funding does not include the cost of any Educator’s classroom release time (if applicable) and does not include the cost of training for other education and/or health professionals not directly employed by the host school unless by prior written arrangement with the Trust.

THE SCHOOL’S RESPONSIBILITIES AND OBLIGATIONS

The School must take a *whole-school approach* to the Training and implementation of the Programme, or at a minimum a whole syndicate approach to training: for example, the whole junior school, where Year 7 and 8 students attend within a College.

The Trust will provide *either*:

- a one-day workshop one time for your whole school, or
- a multi-session online workshop series for your whole school

If there are educators who are unable to attend the school-wide workshop(s), we encourage them to catch-up on the training by joining one of our regularly scheduled ‘online catch-up workshops’ wherever possible. These are made available for educators who have not been able to attend the PLD training with their school due to illness/absence, or who are new to the school. Please contact our School Coordinator at coordinator@pausebreathesmile.nz if you would like to be notified of available dates.

If an educator cannot make it to one of the ‘online catch-up workshops’ then our comprehensive resources will provide sufficient information to implement the Pause Breathe Smile programme, but these should not be considered a replacement for completing the PLD. These resources include the Educator’s Handbook and online tutorials for each of the eight lessons in the programme, accessed through the members area of the Pause Breathe Smile website.

The School understands and agrees:

- that all Educators signing up for the Training are required to complete all parts of the Training (outlined further below in the section entitled “Structure of the Training”);
- the Educator’s Handbook and access to online resources are available to Educators who complete the one-day workshop or multi-session online workshop series;
- that Educators who attend the training will be required to complete the wellbeing evaluation process (in the form of an online survey), which helps the Funder collect data and thereby gauge the value of their support;
- that anyone who fully completes the Training can deliver the Programme to the School’s Learners, but they may not train other educators in the delivery of the programme;
- that Educators are not permitted to share the Trust’s resources, including training materials, online logins, or other materials and intellectual property with other teachers, educators, professionals, person/s, school, partnership, trust, organisation, company, or any other entity whatsoever except for learners in the recipient School;
- the Training and materials cannot be used outside of a New Zealand Year 0-8 school classroom setting;
- that data from the wellbeing evaluation process may be published in academic research articles (guided by privacy and ethics protocols) from time to time;
- that anonymised data from the wellbeing evaluation process may be used in marketing materials, including social media, to tell the story of Pause Breathe Smile from time to time;
- that they are required to let the Trust know if or when the School stops implementing the Programme.

Regarding the one-day workshop and the multi-session online workshop series the school understands and agrees;

- that they are required to provide all the Educator’s names, roles or positions, and email addresses to the Trust’s School’s Coordinator at least four weeks before the training begins. This enables the Trust to set up digital access for each teacher to online learning and resources;
- that a school representative will discuss health and safety plans with the Facilitator when they arrive at the School for the one-day in-person workshop. This should include, but not be limited to, identifying the fire exits, assembly points, earthquake procedures, pandemic requirements, and other identified hazards;
- that recording of online workshops or sessions is not permitted. Because the primary purpose of Pause Breathe Smile is to support mental health and wellbeing, it is important to ensure a safe and private space for both facilitators and participants during the training, where anyone feels able to discuss topics of a sensitive or personal nature if desired;
- that the Trust reserves the right to include eligible educators from other schools to join the host school at the PLD trainings.

STRUCTURE OF THE TRAINING

The Training is provided in three parts. Ideally, a participant would progress sequentially, however the Trust understands that this is not always possible and requests at the very least that module one of the Breathe course (Part One) be completed prior to the one-day workshop or multi-session training (Part Two).

Part One: Breathe. The Breathe online course supports personal mindfulness practice for teachers. Breathe provides a mindfulness foundation before teachers begin to teach the Pause Breathe Smile programme in classrooms. Following a teacher's registration to the Pause Breathe Smile programme, a welcome email will be sent directly that includes all instructions for accessing the online content and the Breathe learning modules. Each of the six modules is designed to be self-paced, with about 5 minutes of reading time per module followed by a choice of guided mindfulness audio practices to follow along with, ranging in length from 5mins to 20mins depending on personal preference.

Part Two: A one-day in-house teacher-only training workshop or a multi-session online workshop series. The Trust shall provide a professionally-trained Facilitator to deliver the workshop at your school or online. Note that if the workshop is delivered in-person, the funding does not cover the cost of catering for the workshop. However, most schools elect to provide lunch for all workshop participants and the Facilitator. At the very least, we request the host school please provide lunch for the Facilitator as they have often travelled from afar making it difficult for them to bring their own lunch.

Part Three: Online Pause Breathe Smile tutorial videos and additional online resources, which participants have access to indefinitely as long as your school is still delivering the programme.

Part 1 of the Training is delivered under license from the Mindfulness Education Group and Parts 2 and 3 of the Training, and the Programme, is delivered under license from the Mental Health Foundation of New Zealand. The Trust's Facilitators are the only qualified trainers holding the license to teach the Training.

The Trust understands and agrees that they are required to comply with the provisions of the Privacy Act 2020.

POSTPONEMENT AND CANCELLATION POLICIES

If either party are unable to proceed with Part Two of the Training (the one-day teacher-only workshop or the multi-session online workshop series) because of circumstances out of their control, they shall do their best to let the other party know at least 7 days in advance. In such circumstances the Parties shall communicate constructively and with good will with each other to reschedule the training.

Both Parties acknowledge that unforeseen and extraordinary circumstances may come up within 7 days of the agreed upon date that prevent either party from fulfilling their commitments to

completing Part 2 of the Training (for example, sudden illness of a Facilitator, possible lockdown restrictions resulting from COVID-19, etc). In such instances, the Parties will liaise in good faith to reschedule a new date for Part 2 of the Training.

It is usually not possible for a school to change the date for the teacher-only day workshop or the multi-session online workshop series once it has received a booking confirmation from the Trust. However, under exceptional circumstances if the school needs to change the date(s) of the workshop, they must contact the Trust at least four weeks prior to the booked date(s). While the Trust makes no guarantees that this will be possible, every effort will be made to meet the School's needs.

If a School wishes to cancel the Training in its entirety (i.e. Parts 1, 2 and 3), a minimum of four weeks' notice prior to the scheduled date for the one-day workshop is required. In such instances, the School accepts that the Trust will revoke all access to the online resources already provided to the School.

These Terms and Conditions are subject to change. Any updates made to these terms and conditions will be notified via the Trust's regular newsletter and on the Trust's website. Please check these on a regular basis.