



TERMS and CONDITIONS for SCHOOLS and APPROVED ORGANISATIONS

Please read the following terms and conditions carefully as they outline expectations and obligations between the Pause Breathe Smile Trust (the Trust) and your school or organisation.

To sign up for the Pause Breathe Smile Professional Learning and Development Training (“the Training”), an authorised representative for your school or organisation is required to accept the following terms and conditions on behalf of your school or organisation.

ELIGIBILITY FOR TRAINING

This fully funded training is available to schools catering to students in years 0-8. The funding, provided by Southern Cross, 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. The funding does not include the cost of release time (if applicable), nor the cost of training other education and/or health professionals not directly employed by the host school unless by prior written arrangement with the Trust.

Eligibility for Organisations is on a case-by-case basis at the discretion of the Trust.

RESPONSIBILITIES AND OBLIGATIONS – For Schools and Other Approved Organisations

The School agrees to take a whole-school approach to the Training and implementation of Pause Breathe Smile, 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 single one-day workshop for your whole school, or
- a multi-session online workshop series for your whole school.

If there are educators who miss the school-wide workshop(s), they should join one of our regularly scheduled ‘online catch-up workshops,’ which are made available for educators who were unable to attend the PLD training with their school and for those who are newly hired at already-trained schools.

Contact our School Coordinator at coordinator@pausebreathesmile.nz if you would like to be notified of online catch-up training dates.

The School or Approved Organisation understands and agrees:

- that all Educators signing up for the Training are required to complete all parts of the Training;
- that the Educator Handbook and access to online resources are only available to Educators who complete the one-day workshop or multi-session online workshop series;
- that anyone who fully completes the Training can deliver Pause Breathe Smile to Year 0 to 8 learners, but they may not train anyone else in the delivery of Pause Breathe Smile;
- that Educators are not permitted to share the Trust's resources, including training materials, online logins, or other materials and intellectual property with other educators, professionals, schools, partnerships, trusts, organisations, companies, or any other entity whatsoever except for learners in the recipient School or Approved Organisation;
- that the Training and materials cannot be used outside of a New Zealand Year 0-8 school classroom setting, except in the case of an Approved Organisation;
- that Educators who attend the training will be required to participate in the wellbeing evaluation survey they will receive via email;
- that data from the wellbeing evaluation survey may be published in academic research articles (guided by privacy and ethics protocols) and that anonymised data from the wellbeing evaluation survey may be used in marketing materials from time to time;
- that should a School or Approved Organisation cease implementing Pause Breathe Smile, they inform the Trust via email.

Regarding the one-day workshop and the multi-session online workshop series the school or Approved Organisation understands and agrees:

- that they must provide all trainee names, roles or positions, and email addresses to the Trust at least four weeks before the training commences, thereby enabling the Trust to set up digital access for each trainee to the 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;
- that making recordings of online or in-person workshops is not permitted;
- 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.

Part One: Either 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 provide lunch for

all workshop participants and the Facilitator. The Trust's Facilitators are the only qualified trainers permitted to teach the Pause Breathe Smile Training.

Part Two: Online Pause Breathe Smile videos and additional online resources, found in the Members Resources Pātaka of the Pause Breathe Smile website, which participants have access to indefinitely as long as your School or Organisation is still delivering Pause Breathe Smile.

Part Three: The 'Breathe' online introduction to mindfulness course for educators. Following an educator's registration to the Pause Breathe Smile programme, a welcome email will be sent directly to them that includes instructions for accessing the online content and the Breathe learning modules. The six modules are self-paced, with about 5 minutes of reading time per module followed by a choice of guided audio practices to follow along with, ranging in length from 5 to 20 minutes depending on personal preference.

Parts 1 and 2 of the Training, and the Pause Breathe Smile Educator Handbook of Lesson Plans are delivered under license from the Mental Health Foundation of New Zealand. Part 3 of the Training is delivered under license from the Mindfulness Education Group.

***Approved Organisation - ADAPTATION FOR CONTEXTS OTHER THAN PRIMARY OR INTERMEDIATE SCHOOLS**

Please be aware that because the Pause Breathe Smile programme is designed for use in primary and intermediate schools and kura Māori, there may be some content and activity modifications required for different contexts and/or children with unique needs. Approved Organisations may need to adapt the material for children in their specific context as necessary. Note that the Pause Breathe Smile programme is comprised of 8 lessons, designed to be delivered over a number of weeks (typically 8), with a few minutes of practice daily in between each lesson. It is usually delivered in a classroom or group setting. It is important that the way your organisation works with children lends itself to this format.

POSTPONEMENT AND CANCELLATION POLICIES

If either party are unable to proceed with Part One of the Training (the in-person 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 with good will 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 1 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 or Approved Organisation wishes to cancel the entire Training, a minimum of four weeks' notice prior to the scheduled date for the one-day workshop is required. In such instances, the School or Approved Organisation accepts that the Trust will revoke all access to

the online resources and arrange for the return of any other resources that may have already been provided.

These Terms and Conditions are subject to change.