



Archdiocese of Seattle – Protocol for Tutors, After School and Summer Programs/Classes/Clubs/Camps

| | Tutors | Outside Companies | School Club/Camp |
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| Description of Service Provider | <p>ALL Tutors that tutor on school grounds must be Archdiocese employees</p> <ul style="list-style-type: none"> School employee, on their own time, outside of their employment with the school no outside tutors (unless qualify as an Outside Company and then those rules apply) Principal, via tutor permission slip, will monitor how many students employee is tutoring and who is on campus and when | <p>Program/Class/Camp/Club is taught by:</p> <ul style="list-style-type: none"> Bona fide business providing educational services | <p>Program/Class/Camp/Club is taught by:</p> <ul style="list-style-type: none"> Employee or parent volunteer <ul style="list-style-type: none"> math club, chess club, coding camp, arts & crafts summer class, soccer summer camp If a company is hired to teach, then it becomes an Outside Company and those rules apply |
| Service Provider is: Employee of Archdiocese and/or Safe Environment Trained Parent? | Yes | School staff member or SEP trained volunteer must attend class | Yes |
| Fee Payments | Made from parent to tutor | Made from parent to provider | Made from parent to school or parent club |
| Agreement with Provider Required | Yes , on Archdiocese website Principal will sign too | Yes , on Archdiocese website | No |
| \$1M General Liability Coverage Certificate of Insurance Required | No Tutor's personal insurance is primary, school insurance will extend as excess, if necessary | Yes | No – School insurance will extend |
| \$1M Abuse Coverage Certificate of Insurance Required | No Tutor's personal insurance is primary, school insurance will extend as excess, if necessary | Yes <i>We understand \$1M of coverage may be difficult for some vendors however please note we will hold the vendors liable for risk associated with this exposure and this language is in our online contract</i> | No – School insurance will extend |